

What Kind of Caregiver Do You Need?

A Family Planning & Hiring Worksheet

Hiring the right caregiver starts with understanding what you need.

Use this page to define your needs before interviewing.

Level of Care Needed

- Companion care only (meals, supervision, light housekeeping)
- Personal care (bathing, dressing, toileting)
- Mobility assistance / transfers
- Dementia supervision
- End-of-life support
- 24-hour supervision

Hours needed per day: _____

Overnight care needed? Yes No

Medical & Medication Needs

- Medication reminders only
- Medication administration required
- Blood pressure / glucose monitoring
- Oxygen management
- Wound care support
- Hospice coordination

Important questions to clarify:

- Are caregivers legally allowed to administer medications?
- Is there documentation of medications given?

What is the policy for missed or refused doses?

Household & Daily Tasks

Circle what must be included:

Meals | Feeding assistance | Laundry | Bed linens | Light cleaning: describe

Transportation | Grocery shopping | Errands | Pet care

Tasks that are NOT expected:

Supervision & Safety

- Fall risk
- Wandering risk
- Cannot be left alone
- Nighttime monitoring needed
- Confusion or memory impairment

Emergency contact plan:

Julia 

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Coverage, Structure & Expectations

This page prevents misunderstandings later.

Backup Coverage Plan

If the caregiver is sick or unavailable:

- Who provides replacement coverage?
- How much notice is given?
- Is there guaranteed backup staff?
- Is there 24/7 on-call support?

Coverage details:

Communication Expectations

How often do you want updates?

- Daily
- Weekly
- Only if concerns arise

Preferred communication method:

- Text
- Call
- Written log

Primary family contact:

Schedule & Payment Structure

Hourly rate: _____

Minimum shift length: _____

Weekend/holiday rate: _____

Cancellation policy:

Written contract provided? Yes No

Personality & Fit

Most important personality traits:

- Calm
- Patient
- Structured
- Gentle
- Firm
- Talkative
- Quiet

Cultural / spiritual preferences:

Final Reflection

Our biggest current concern:

The most important outcome we want from hiring help: