

# A Helping Hand at Home

*When you need a little help around the house.*





505 Broadway  
Baraboo, WI 53913  
608-355-3289

## **A Helping Hand At Home**

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

### **A Helping Hand at Home Fact Sheet**

The Aging & Disability Resource Center of Sauk County (ADRC) offers the “A Helping Hand At Home” worker referral list to Sauk County residents and their families who request household help for indoor chores, outdoor chores, and respite care. Criminal background checks are conducted and references are checked at the time of application. The workers included on the “A Helping Hand At Home” list are NOT employed nor supervised by the ADRC.

#### **How to Hire a Worker**

Here are some things to keep in mind when you decide to hire a worker. These ideas are offered with your safety in mind! **Trust your instincts!** Please remember that this person will be coming into your home and you should never feel less than safe and comfortable in your home.

Develop a **detailed job description** - be specific in what you would like done. It is important to ask what the worker will be charging and if there will be any extra costs (such as gas or mileage). You will also want to check that your insurance provides coverage for in-home help.

Start with a **telephone interview**. Over the phone, describe the work in detail, be clear about your expectations, and ask about hours and wages. Also, this is a good time to ask about related past job experiences and if they have reliable transportation. During this call, do not give too much personal information - such as your last name or address. If the phone interview does not go well, it is not necessary to schedule a **face-to-face interview**. Thank them and tell them that you are interviewing other candidates and will let them know.

If you are satisfied with what you learn from the applicant, schedule a time to meet them. Request that they bring two or three references, a valid driver's license and/or proof of identity. If applicable, also ask them to bring their licenses and certificates. It can be a good idea to have someone with you during the interview. Their company will help you feel more comfortable, and they may also be able to give you another impression.

#### **Concerns**

It is important to notify the ADRC any time you have a question or concern regarding a worker in your home. **Trust your instincts!** Please remember that this person is coming into your home and you should never feel less than safe. Again, it is important to call Linda at the Aging & Disability Resource Center - 355-3289 - any time you have a question or concern.



505 Broadway  
Baraboo, WI 53913  
608-355-3289

## A Helping Hand At Home

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

### The Interview

Before the interview, make a list of questions that are important to you. Try to ask the same questions to all the applicants. .

#### Interview questions could include:

- What days and hours are you available?
- What is your experience?
- What is your current employment situation?
- How flexible is your schedule?
- What kinds of special training, if any, have you had?
- What are your salary requirements? Is it negotiable?
- Would you ever have any occasion to bring someone with you?
- Would you agree to a trial period?
- What do you like about this type of work?
- Do you have reliable transportation?
- What if you can't be here at the agreed time?
- 

### References

It is not enough to just ask for references - **check them**. You should never hire someone without first checking their references. Speaking directly with former employers is better than accepting letters of recommendation.

#### Questions to ask applicant's references:

- How long have you known the applicant?
- What was their position with you?
- What were their job responsibilities?
- What was your impression of the quality of their work?
- Was this person reliable? Dependable? Courteous? Trustworthy?
- Were there any problems?
- Why are they no longer working for you?
- Would you rehire this person?

### Communication

As with any relationship, communication is important. Being clear about your expectations can help to establish a positive working relationship. Despite every effort to keep communication open, problems can occur and persist.

#### Some **signs of a problem** include:

- The assigned work is not done
- The worker comes late and/or leaves early
- Personal items are missing from your home
- You do not feel comfortable with the worker



505 Broadway  
Baraboo, WI 53913  
608-355-3289

## A Helping Hand At Home

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

### Helping Hand at Home Workers

Updated: 9/5/2014

Name	Phone	Indoor Chores	Outdoor Chores	Respite Care	Area	Notes
<b>Boettcher, Diana</b>	608-356-7097	X			Baraboo	Light housekeeping, transportation for appointments, shopping
<b>Boettcher, Gary</b>	608-356-7097		X		Baraboo, ask about other locations	Lawn care, trimming trees and shrubs Boettcher's Lawn Care (20 years)
<b>Bouffard, Monique</b>	608-254-5910 608-432-9748	X		X	Wis.Dells, Baraboo, Reedsburg, Sauk area, parts of Columbia county	14-hour care, weekend care, overnights, respite, personal cares, nursing care, companionship, housekeeping
<b>Bowen, Bridget</b>	608-370-2833	X			Sauk City area	Cooking, cleaning, laundry, medication management, bathing and other personal cares
<b>Burns, Dianna (09/09)</b>	608-356-9052	X	X		Baraboo	Housekeeping, laundry, meal preparation, shopping, weeding



505 Broadway  
Baraboo, WI 53913  
608-355-3289

## A Helping Hand At Home

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

<b>Cook, George (03/10)</b>	608-356-3688	X	X		Baraboo	Companionship, handyman Lawn care, yard work
<b>Crabtree, Nancy</b>	608-356-4019	X	X		Baraboo only	Cleaning, snow removal, yard work
<b>Downie's (William R. Downie) (10/07)</b>	608-253-0455 608-393-1205(c)	X	X		Most areas of Sauk County	Gutter cleaning, home maintenance, home repairs, lawn care, landscape maintenance, painting, power washing, snow removal
<b>Eslinger, Tom (New 8/14)</b>	608-408-0548	X	X		Baraboo	Yard work, painting, general house/yard maintenance. Ask!
<b>Fox, John (6/13)</b>	608-819-2941 608-434-7055		X		Baraboo area	Hauling, clearing brush, tilling, mowing, snow removal, pressure washing, small construction jobs, odd jobs
<b>Franke, Annette</b>	608-844-1188	X	X		Baraboo	Cleaning, organizing, running errands, pet care, some cooking, light outdoor chores (weeding, planting), washing windows
<b>Frawley, Avis (03/06)</b>	608-489-3679 608-797-1369	X		X	Most areas of Sauk County	Cooking, companionship, housekeeping, laundry, personal care, seasonal cleaning, shopping, transportation, CNA, 24 hour care



505 Broadway  
Baraboo, WI 53913  
608-355-3289

## A Helping Hand At Home

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

<b>Gunderson, Rita New, 1/2015</b>	608-370-1574	X			Sauk Prairie Prair. Du Sac	Cleaning services. Please ask.
<b>Guthrie, Evelyn</b>	608-477-3001	X		X	Baraboo to Bluff View	Daytime Personal Cares. Willing and able to perform other tasks as well. Let's talk! ☺
<b>Hatfield, Marilyn</b>	608-356-0165	X		X	Downtown Baraboo	Light housekeeping, cooking, baking, laundry, companionship, light gardening, pet care, pet sitting, fall cleaning (windows, too!), clean closets
<b>Hering, Patsy A. (05/08)</b>	608-643-0435	X			Sauk Prairie	Shopping, transportation
<b>Hollett, Janice</b>	608-432-4111				Lake Delton Wisc.Dells	Companionship, light housekeeping, meal prep, laundry, organizing
<b>Holverson, Karen (02/13)</b>	608-355-0063 608-566-7090	X		X	Baraboo	Companionship, errands, light housekeeping, meal prep. Respite medication management, laundry. No heavy lifting or transferring.
<b>JaDoul, Judith</b>	608-387-4488(c) 608-489-3306(h)	X			All of Sauk County	Homecare for the aging and disabled, including preparing meals, light housekeeping, showers, personal cares, medications set ups, transportation
<b>Johnson, Robert New – 11/2014</b>	608-356-7077		X		Baraboo	Snow shoveling, snow blowing, some lawn care.



505 Broadway  
Baraboo, WI 53913  
608-355-3289

## A Helping Hand At Home

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

<b>Jones, Sally</b>	608-553-0075	X			Most areas of Sauk County	Companionship, diabetic care, errands, hospice care, meal preparation, medication management, personal care, wound care RN
<b>Kamnetz, Heather</b>	608-493-4151	X		X	Sauk and Columbia County only	Respite care, hospice care, daily personal cares, skin care, wound care, vitals, and medication management. Nursing home level health cares. (9:00 – 4:00, M-F)
<b>Lange, John</b>	608-448-2086 608-566-4708	X	X		Baraboo Lake Delton	Minor home repair (including carpentry and plumbing), painting/ Lawn and yard maintenance, snow removal, plumbing, errand
<b>Lehman, Judy</b>	608-253-4049	X			Baraboo Lake Delton	Companionship, medication management, reading, correspondence, light household chores, laundry, cooking, pet care, organizing, errands.
<b>Martynski, Ewa (05/07-13)</b>	608-356-6499	X			Baraboo	Companionship, computer assistance, cooking, errands, exercise, light housekeeping, medication management, personal care CNA, CPR
<b>Miller, Rebecca (New! 3/2015)</b>	608-370-7253	X			Baraboo, Sauk City, Pr.du Sac, Reedsburg, N. Freedom	Housekeeping, laundry, cooking, bathing, setting up meds, personal cares, insulin injections



505 Broadway  
Baraboo, WI 53913  
608-355-3289

## A Helping Hand At Home

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

<b>Mueller, Sharon (09/11)</b>	608-370-6167	X	X		Sauk Prairie	Errands, housekeeping, light meal preparation, transportation  Gardening, weeding
<b>Murnane, Amanda (9/2013)</b>	608-393-2724	X			Baraboo, Lake Delton, Reedsburg, Wisc. Dells	Personal cares, bathing, meal preparation, feeding, cleaning/housekeeping, pet care, running errands
<b>Myers, Lorie</b>	608-495-2071	X			Reedsburg, Baraboo	Housekeeping, cooking, personal cares, errands
<b>Ott, Susan K. (9/13)</b>	608-574-5111	X			Most areas of Sauk County	Personal cares, CNA duties, nail care, wash and set hair
<b>Peper, Verdi (03/06-13)</b>	608-727-2653 608-434-7123	X	X		Most areas of Sauk County	Hair care (men and women) transportation
<b>Purta, Karen New 3/2015</b>	6058-448-9228	X			All of Sauk County	Housekeeping, cooking, personal cares, laundry, transportation, laundry, yard work, medication management, pet care
<b>Scheuerell, Beverly (07/11-13)</b>	608-630-1811	X			Sauk Prairie area	Companionship, errands, laundry, light housekeeping, light meal preparation, personal care, transportation
<b>Seume, Benjamin Labrador Delivery Svc. (New 1/2015)</b>	608-618-3031 715-864-9457 or labradordelivery.com	X			Baraboo Sauk Co.	Baraboo – grocery and restaurant delivery service. Sauk County – Courier Services





505 Broadway  
Baraboo, WI 53913  
608-355-3289

### A Helping Hand At Home

Any Questions?

Contact Linda Champagne, Helping Hand Coordinator  
lchampagne@co.sauk.wi.us

<b>Taylor, Mary (New! 08/2014)</b>	608-370-1855	X			Sauk Prairie area	Light house cleaning, errands, cooking, other household jobs. Companionship. Some personal cares.
<b>Thies, Jim (01/2014)</b>	608-355-2393		X		Baraboo, Sauk City, Sauk Prairie, Reedsburg	Snow shoveling, transportation, mowing lawns
<b>Wells, Steve (03/10-13)</b>	608-963-3151		X		Baraboo area	Driveway seal coating, garden preparation, lawn and yard maintenance, snow removal, tree trimming
<b>Wilcox, Nancy (11/12)</b>	608-393-5472	X			Baraboo Reedsburg Sauk Prairie	Errands, housekeeping, laundry, meal preparation
<b>Wills, Wandalee</b>	608-697-0326	X			Baraboo, Reedsburg, Wisconsin Dells, Lake Delton, Sauk City, Portage	Sewing, cake decorating, transportation, companionship

S:\Helping Hand at Home\updated workers1111214rtf

**If you come across any of our Helping Hands workers who state that they are no longer participating in the program, please contact the ADRC at 608-355-3289.**