



# RewardingWork

Connecting You to Care

## Find Caregivers When and Where You Need Them! [www.RewardingWork.org](http://www.RewardingWork.org)

### Qualified caregivers available!

Individuals and families throughout Massachusetts use Rewarding Work's online directory and job board to find and hire caregivers. Job candidates are available to support children and adults with disabilities—at home or in the community. Respite care is also available.

### Free subscriptions with DDS eligibility

Individuals and families served by DDS get a free subscription when they register with the DDS access code: **ddsconnect**

### Try our FREE job board

The job board makes it easier and faster to connect with qualified workers. Write a short description of your hiring needs and post it free of charge. Applicant responses go directly to your email.

### Get started today!

It only takes a few minutes to register and subscribe. Please see our tips on the reverse side to get started.

### How it Works:

- Search for workers or post ad on job board
- Subscribers post ads for free
- Responses go directly to your email
- RewardingWork.org subscriptions are free with DDS eligibility
- Paid subscriptions to RewardingWork.org are also available (1 month at \$10; 3 months at \$25—call for additional rates.)

### Contact us!

Email: [Info@RewardingWork.org](mailto:Info@RewardingWork.org)

Tel: 866-212-9675

# Tips for individuals and families who need to hire

## How to use [www.RewardingWork.org](http://www.RewardingWork.org)

### Register & Subscribe:

1. Sign up by clicking **I Need to Hire**.
2. Establish an account by entering your email address, creating a password, and completing a short Profile **Form**.
3. This brings you to a short **Subscribe Page**, where you click **Have an Access Code?**
4. Enter the DDS access code: **ddsconnect**
5. Click **Continue** to start your free 12-month subscription to Rewarding Work.
6. You will receive a confirmation email and can immediately begin searching for applicants and posting your job.

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### Employer Dashboard:

1. Now that you are registered, click on your name in the top right corner of your screen to view your **Dashboard**.
2. Your dashboard is where you can see your account information, subscription history, search for applicants and post jobs.

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### Search Caregivers:

1. Start your search by clicking **Search Caregivers**. Enter your zip code, and choose how many miles from your zip code to search. For simple zip code search results, click **Search** to view your results. To add additional search criteria, click **Reset** and choose criteria from **More Filters**.
2. Search results will appear, with most recent applicants at the top of the list. Click the job applicant [• v u š} Œ À] Á š Z ]Œ }u%o š %o Œ} (]o X
3. Select which workers to contact!

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### Post a Job:

1. Log into your account and click on your **Dashboard**.
2. Click **Post a Job**, and complete the online posting form.
3. Your job is posted immediately and runs for 30 days. Job applicant responses go to your email address. Read job applicant responses, review their complete profiles on Rewarding Work, and decide which applicants to contact.
4. To edit or repost a job, visit **My Jobs** on your dashboard.

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## Questions?

Contact us if you need assistance!

Call: 866-212-9675

Email: [support@rewardingwork.org](mailto:support@rewardingwork.org)