**About the Employee and Labor Relations Social Worker**

The Employee and Labor Relations Social Worker supports all faculty, staff, and administrators by creating a culture of care designed to improve the overall well-being and functioning of employees. Using a systems approach, employees are connected to federal, state, university, and community resources to meet the unique needs of our diverse community

**Care Resources**

Care.com/msu is a search service, the Premium Membership is provided free of charge to all full-time MSU affiliates – faculty, staff, and postdocs – to help you find quality childcare, eldercare, household help, and services both at home and when you are away, or when your loved one lives far from you. You can post a job, search for student employees, look for a job, or find service providers in your geographic area. Care.com/msu provides extensive informational resources for managing relationships and responsibilities with service providers and employers. Choosing the right person to care for your loved one is one of your most important decisions. Although access to Care.com/msu is provided free to all full–time MSU affiliates, it is your responsibility to screen the providers you hire through the Care.com/msu platform. You are also responsible for selecting care providers, negotiating rates, and paying 100% of the cost. The MSU subsidy is free premium access to the search function and the ability to confidently contact service providers and communicate using the platform.

- **Premium Membership includes (free for faculty, staff, and postdocs)** o   Cost: ($156 for a 12-month subscription) FREE
    - o   Includes: all features of a basic membership, plus the ability to contact caregivers to schedule interviews, request background checks, reply to applications, and communicate with caregivers, pet sitters, etc.

**Search for a Caregiver:**
- Access your Care.com/msu membership through your desktop portal or on the care@work app.
- On the Care.com homepage, click Book a sitter.
- Enter the details of when and who needs care.
- Click **Find Babysitters** to display a list of up to five caregivers.

- Use the filter options to search by hourly rate, years of experience, level of education, and keyword search.
- Uncheck any sitters you do not want to hire.
- Click Continue to display a summary of your request.
- Enter or select a Payment method and review all details. Your card will not be charged until after the service is provided.
- Click Send a request to submit the appointment request to the selected caregivers.

    **\*\*Once your request is sent, you can view its details in your Member Homepage or Bookings tab.\*\***

## Search for a Tutor:
- Access your Care.com/msu membership through your desktop portal or on the care@work app
- On the Care.com homepage, click the drop-down to find a caregiver.
- Under the drop-down list select tutor
- Use the filter options to search by hourly rate, years of experience, level of education, and keyword search.
- Only tutors with your selected filtered options will be populated in a list of Find Babysitters
- Uncheck any sitters you do not want to hire.
- Select your tutor
- Click Continue to display a summary of your request

## How to Post a Job:
- Log in to your Care.com account.
- From the Me drop-down menu at the top of the page (or ☰ for smaller windows), click Jobs & Bookings. You can also go directly to your jobs.
- Click Post a Job. If you already have one active job, select the job type under the Post another job section.
- Select the type of job you are posting.
- Enter the specific needs for your job.
- Click Submit.
- Enter a job title and description. A detailed description helps attract more applicants.
- Click Save Changes to post your job.

## *Additional guidelines:*
**Only approved postings will appear live on the site**. Your job posting must contain the following:
- At least one relevant, detailed sentence involving the services you are requesting.
- Job description related to the service category selected (for example, pet-related services posted under pet sitting).
- Do not post personal information such as telephone numbers, email addresses, last names, children's names, websites, blogs, or competitor names.

- Do not post specific locations related to the job (such as names of schools) or street addresses.
- Do not on behalf of non-members, or job posts created by an individual account holder seeking services for a business or organization.

\*\*If your job post is not approved, you will receive an email from us with common reasons why part of your posting was not approved\*\*

## Safety Tips
- Schedule a video call with the Caregiver.
  - Zoom: You can create a Zoom account and sign up for their free version through this link.
  - Google Meet: You can create an account with Google and set up a virtual meeting by visiting this link.
  - Once the account is created, you can schedule a meeting with a one-time meeting code and share the same code with the caregiver through Care.com's messaging system.
- Read reviews of Care.com/msu candidates
- Require background check
- Do an online search for the sitter's full name.
- Consider getting an **enhanced background check.**
- Start the booking 15-30 minutes early **(**You can watch the sitter interact with your child and discuss anything important before you need to go)

**\*\*\*With a few exceptions (like casual babysitter), nearly all caregiver jobs are subject to federal, state, and local labor laws. Make sure you comply with all minimum wage, payroll, and tax requirements that apply in your area\*\*\***