

# Forming Care Shares & Learning Pods

Carnegie Mellon provides two services which can assist with the creation of learning pods or shared child care arrangements: Care@Work and Carelink. Both of these services are free to eligible members of our community. When forming a care share, nanny share or learning pod, you will have to find other families **and** secure an in-home caregiver. Some families willing to share care may already have a caregiver. Please use caution and make sure you are comfortable with any provider whether chosen by you or another family.

**Care@Work** is a partnership with Care.com that connects members with service providers for child, elder and pet care. Once you have logged in with your CMU credentials, you can both find a caregiver and find families for your care share. To **find families**, complete the following steps:

1. From the banner at the top of the Care.com member homepage, click "Hire a Caregiver." Alternatively, you can scroll down until you see "Find your right caregiver," select "Child care," and "Search local caregivers."
2. On the search bar at the top of your screen, click the drop down menu and select "Care shares." This will bring up a list of families also seeking to form a shared care arrangement.

To **find a caregiver**, complete step 1 above and search for local care providers. You may also choose to post a job and find a nanny by selecting "Post a Job" after clicking "Child care."

Through your Care@Work account, you also have access to the **LifeCare Family** program, which offers access to care specialists who can provide personalized assistance with your parenting, child care and elder care related needs. In particular, they can assist with the search process of finding a caregiver for your nanny share through following process:

1. Your family is paired with a care specialist, who conducts an initial assessment to learn about your care needs.
2. The care specialist then researches and qualifies providers based on your budget, timing, location and other considerations. The specialist uses Care.com and its proprietary database of licensed providers to conduct their search.
3. The specialist prescreens and contacts each provider to ensure they meet your needs.

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4. The care specialist refers providers to you who most closely match your needs and works with you to continue to identify candidates until you have found a good match.

To access LifeCare Family, log in to your Care@Work account and proceed to the homepage.

1. Under “LifeCare: Ask an expert,” select “Parenting.”
2. Select “Learn More.” This will direct you to log in to LifeCare Family.
3. Select “Get Expert Help” from the navigation bar at the top right or click “Submit a request.”

You can also receive assistance through LifeCare Family by calling **866-814-1638**.

**Carelink** is a site where members of the CMU community in Pittsburgh can request services or respond to requests for service. This site is specific to the CMU community, and all members are affiliated with the university. You can use this site to recruit members for family pods or learning pods or respond to listings others have made seeking members.

To begin creating your own pod, select the “Find help” menu button at the top right and select “post a job.” Here you will enter the criteria for your posting. Click the “save” button at the bottom when you are ready to post your listing. If you are looking to create a study pod, be sure to make that clear in your title and description, e.g., “Seeking Members for a Family Study Pod.” As soon as you click “save,” your posting will be live, but you will be brought to a menu where you can view, edit or delete your posting. It is possible to see all of the postings you have created by selecting the “find help” menu and clicking “Jobs I posted.”

Alternatively, you can view postings other members of the CMU community have already made by selecting the “find a job” menu at the top right corner and clicking the “view job listings” button. Here you will be able to see all of the postings or narrow them by category and search terms. If you see a listing for a learning hub that interests you, click on “contact” to view the email address of the individual who posted the listing. You can now email that individual about joining their learning hub.

It is also possible to use Carelink to search for a nanny, but you will find more success on this platform looking for help with smaller jobs such as babysitting or afterschool care, since it is mainly undergraduate and graduate students providing the services.

#### **Additional Resources:**

- [\*\*So, you want to do a nanny share! Here’s how to get started\*\*](#)
- [\*\*How to interview nannies for a nanny share\*\*](#)
- [\*\*5 nanny share questions to ask when considering another family\*\*](#)

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