



Care Match – Caregiver User Guide

Care Match is housed within the [Accra Access Portal](#). To gain access, please submit this [webform request](#) and an Accra employee will connect with you regarding Care Match.

Candidate Requirements – Any individual interested in working as a caregiver must complete and clear Accra’s application process.

Registration:

The invitation email will have two hyperlinks in them

1. The first hyperlink will take the user to the account creation page
2. The second hyperlink will direct the user to the sign in portal.

Username: Will always be the user’s email address on file.

Password: User will create one that is ten or more characters.

Save your log-in information. You will need to log back in to manage your bio and update your profile from private to public.

Email AccraCareMatch@accracare.org for any questions regarding Care Match.

It is highly recommended to avoid using Care Match on a mobile device. Use on a laptop or desktop for maximum performance.

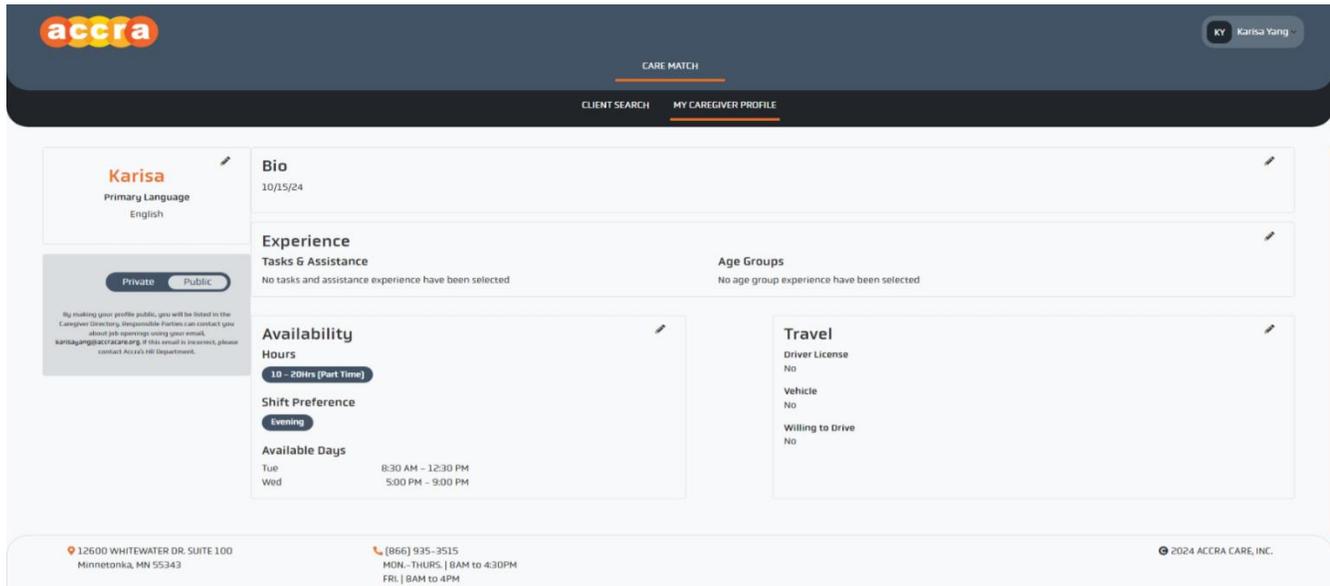
Updated 2/11/2025



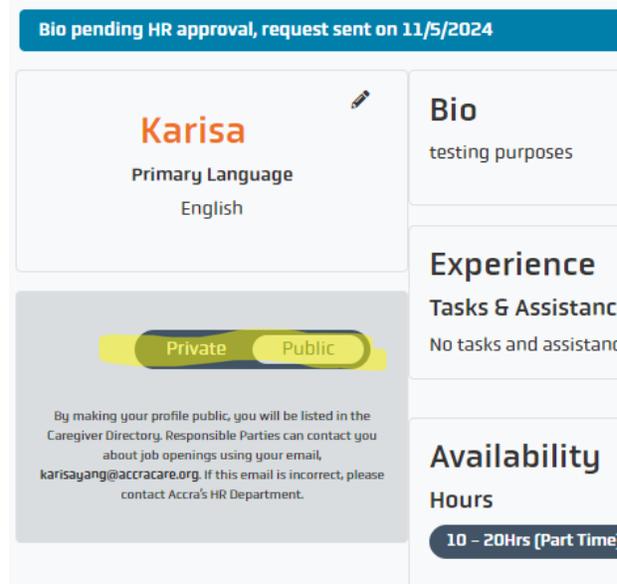
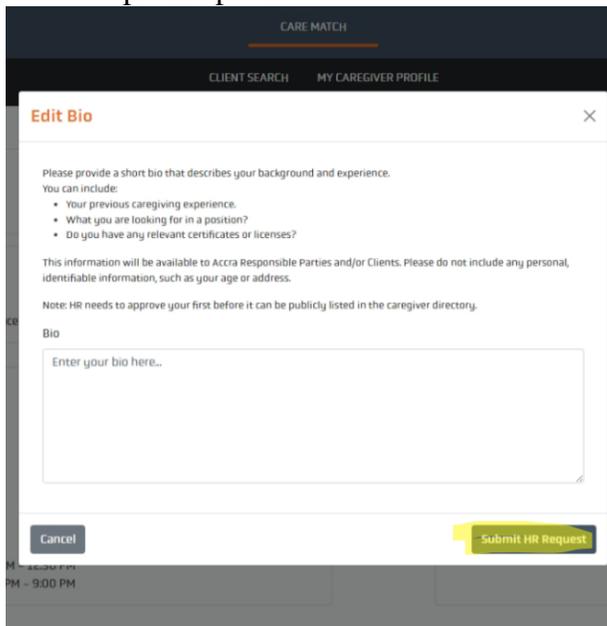
Champions of Homecare

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My Caregiver Profile View – Caregiver can edit their experience, availability, shift preferences, and desired travel time.

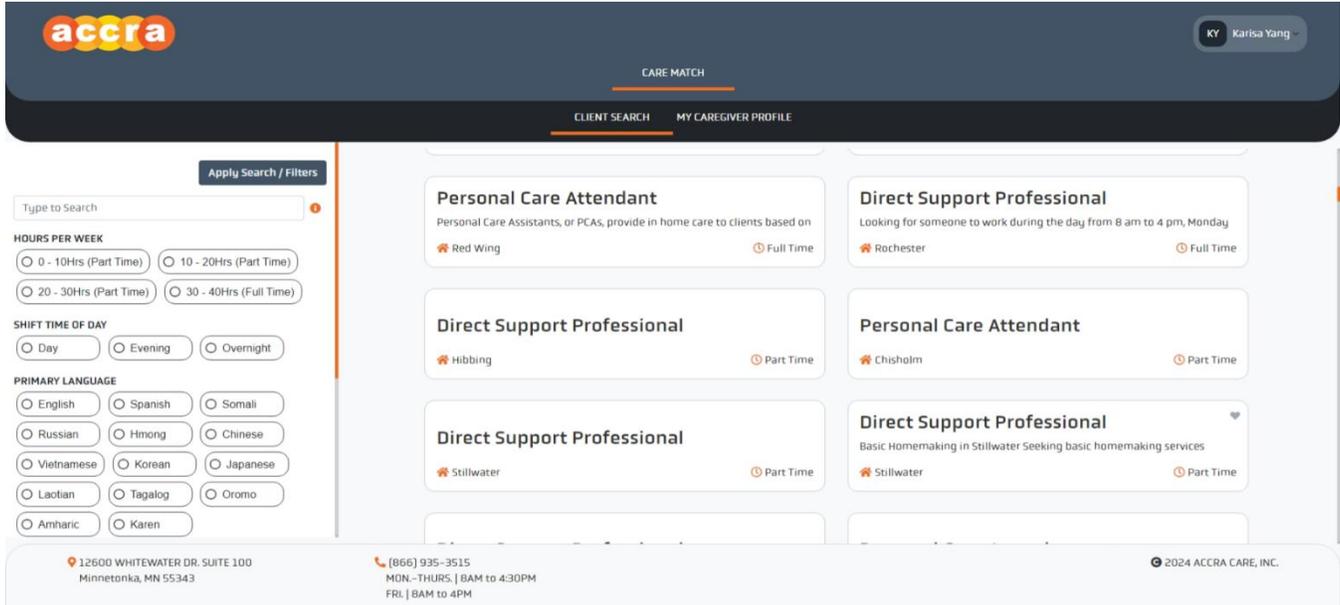


Creating Bio – Only the caregiver can make updates and changes to their bio. Every change request will go through Human Resources review and approval. Once approved, log in to make profile public.

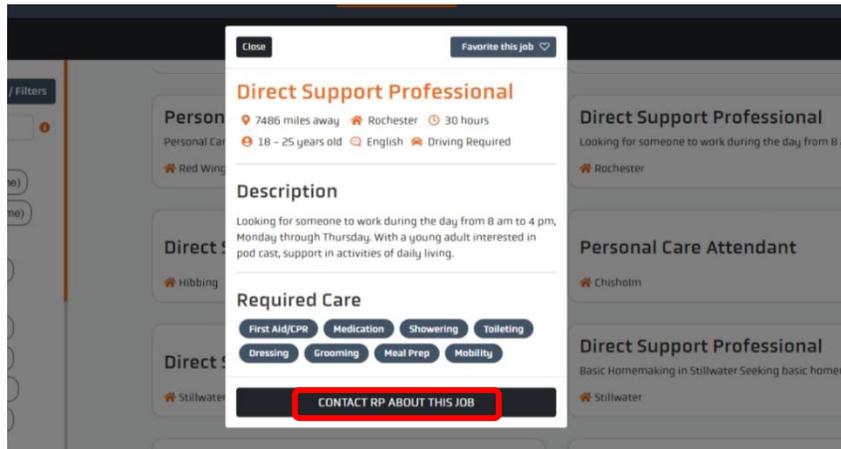


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Use search/filters on left side as needed



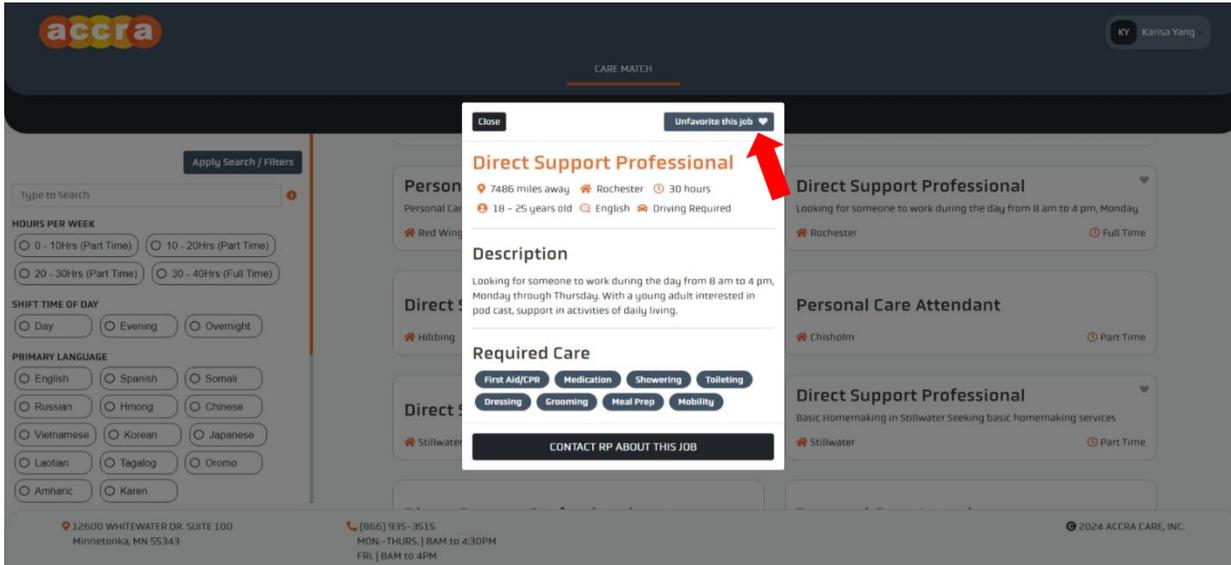
Viewing the Job – Click on any job to see job overview. Please note the distance may be inaccurate, refer to the city location.



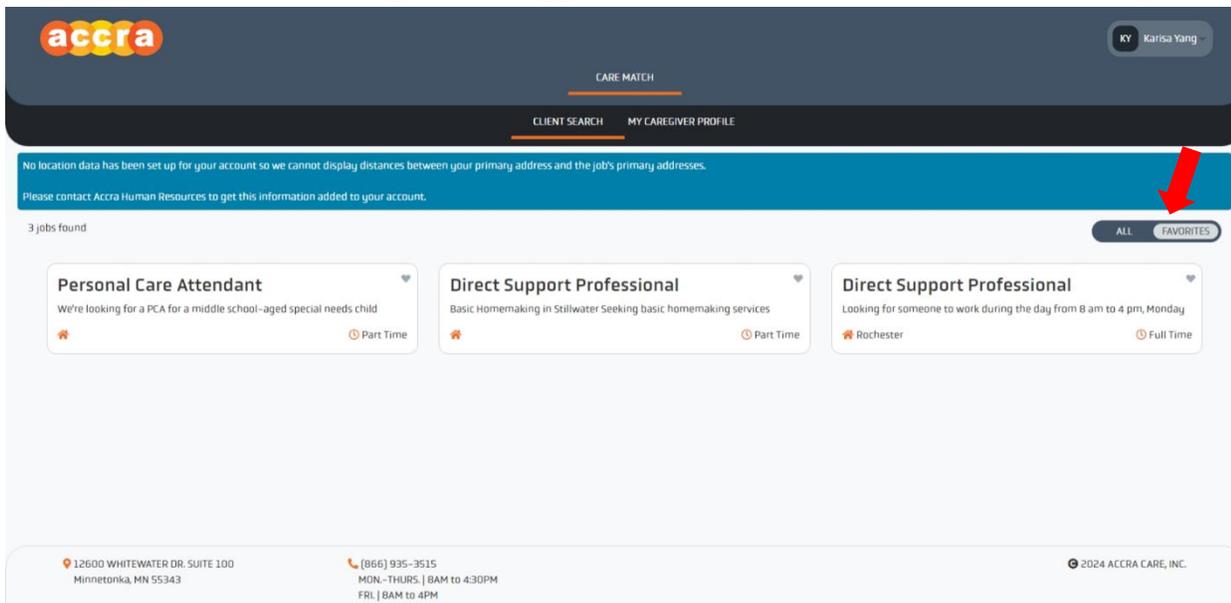
Contact Responsible Party – If interested in the job, you can click ‘contact Responsible Party’ to email them. They may or may not conduct an interview or casual conversation to ensure an overall fit.

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Favorite the Job – Caregiver can favorite jobs for later review.



Toggle to Favorites – Caregiver can toggle ‘All’ to ‘Favorites’ to review all favorited jobs.



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