

DOY Services Inc.
An Equal Opportunity Employer

To our applicant:

It is the philosophy of DOY Services Inc. to provide all consumers with opportunity to learn how to shape their tomorrow with education, socialization and the opportunity to develop a positive image of self.

This letter is to inform the potential applicant of the requirements of employment and to note some of our expectations. All staff will be trained in the rules and regulations as well as the service quality expectations for DOY Services, Inc.
DOY Services, Inc is an employer at will agency.

The following information is required for employment:
(* Items 1, 2 and 7 must be submitted at the time of application)

1. Valid Ohio Drivers License **
(If convicted of DUI or OMVI within the past 3 years, you are not eligible to be employed)
2. Social Security Card**
3. Proof of 5 years of Ohio residency or
4. Successful completion of an FBI/BCII and BMV background check
5. Proof of citizenship or proof employment eligibility if not a citizen
6. Must meet Educational Requirements Of ODJFS/ODMRDD
7. Proof of current auto insurance **
8. Current licenses or certifications i.e. CPR, First Aid, Medication Administration, MUI, CPI
9. Physical completed on a OJFS form 1390
10. Three references, 2 must be work related, 1 year of prior experience in the field
11. Criminal Notes Statement signed in compliance with ODJFS
12. Completion of New Staff Training Orientation curriculum

Various shifts and positions are available. All employees, at times will work Holidays and weekends. Employees can be called into work for coverage for an emergency or required to stay longer than their shift in an emergency situation including coverage issues. You may be removed from a site to accommodate the needs of the consumer. You may be removed from a site at the request of FCCS or FCBDD/ODODD. You understand this and accept this as a condition for employment.

All the above information must be complete before continued employment can be offered. If information affecting the required standards is discovered later this can impact employment. All staff will be trained in the rules and regulations as well as the service quality expectations of DOY Services Inc.

Agreeing to these terms and those of the application are not to be construed, as an offer of employment nor does this guarantee a personal interview.

Signature

Print Name

Date

08/25/2014

DOY Services, Inc.

Employment Application

DOY Services, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, sexual orientation, national origin, disability or handicap, or veteran status.			Today's Date: _____
Email Address: _____			
Last Name	First Name	Middle	SSN
Home Address		City	State
Cell Phone		Home Phone	
Zip			

Emergency Contact Information		
Name of Emergency Contact	Relation	Emergency Telephone Number

Job Information

Date Available: _____ Are you seeking to become employed: Full-time Part-time Contingent

Position (Job Class) Applying for:

Direct Care Staff Adm -Clerical Other:

Current Employer:	Dates:	Phone #:	May we contact? YES NO
Job Duties?			
Previous Employer:	Dates:	Phone #:	May we contact? YES NO
Job Duties?			
Previous Employer:	Dates:	Phone #:	May we contact? YES NO
Job Duties?			
High School:	Dates:	Location	Degree
College:	Dates:	Location	Degree
Other trainings or experiences relevant to the position you are apply for:			

DOY Services, Inc.

Language Skills: Fluent in reading, writing and speaking English? Yes No Please check any other languages in which you are fluent - <input type="checkbox"/> Spanish <input type="checkbox"/> Sign Language <input type="checkbox"/> Other:	Do you have reliable transportation? YES NO	Drivers Lic. #:
Have you had any moving violations during the past three years? YES NO	Have you had any driving accidents during the past three years? YES NO	State of issue: Expiration Date:

Has your professional license ever been suspended, revoked or under investigation?
 Yes No If Yes, Please explain.

Have you ever been terminated from a job due to abuse, neglect or any misconduct or unlawful acts?
 Yes No If Yes, Please explain:

Do you have any physical limitations or driving restrictions that will prevent you from carrying out the general duties of the position that you are applying for?
 Yes No If Yes, Please explain:

Do you have any experience as a foster parent, certified HPC provider or home health care aide?
 Yes No If Yes, Please explain:

Have you had any convictions other than minor traffic violations?
 Yes No If Yes, Please explain:

Certifications: Check all applicable certifications and enter expiration date:

- CPR **Expiration Date:** _____
- First Aid **Expiration Date:** _____
- CPI **Expiration Date:** _____
- Med Adm **Expiration Date:** _____
- STNA **Expiration Date:** _____
- LSW/LISW **Expiration Date:** _____
- Nursing License **Expiration Date:** _____

Applicant Work Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Overnight							

To the best of my knowledge I am available to work during the times indicated.

 Applicant Signature

DOY Services, Inc.

PERSONAL AND PROFESSIONAL REFERENCES

Professional

1. Name _____ Title _____
Address _____
Phone _____ Email _____
2. Name _____ Title _____
Address _____
Phone _____ Email _____

Personal

1. Name _____ Relationship _____
Address _____
Phone _____ Email _____
2. Name _____ Relationship _____
Address _____
Phone _____ Email _____
3. Name _____ Relationship _____
Address _____
Phone _____ Email _____

I hereby authorize DOY Services, Inc. to contact the references listed in order to complete this pre-employment reference check on me. I also give consent for DOY Services, Inc to complete the following background checks prior to making their decision upon my employment: Abuse Registry, Nurse Aide Registry, Department of Motor Vehicles Drivers Abstract, Bureau of Criminal Investigations and Federal Bureau of Criminal Investigations.

Applicant Signature

Date Signed

08/25/2014

DOY Services, Inc.

**APPLICANT'S STATEMENT OF UNDERSTANDING
Conditions of Employment & Background Statement
(Please read carefully, initial and sign)**

In signing this application, I certify that I have read and fully understand the questions asked in this application and that all answers given by me are true, accurate, and complete. I also understand that the omission, concealment, or misrepresentation of any fact on this application or during any interview for employment may jeopardize my chances for employment and be cause for my immediate dismissal from employment. _____

I give DOY Services, Inc. permission to use any information in this application to enable it and its agents to verify the information contained in this application. I also authorize present and former employers, educational institutions I have attended, credit agencies, all references, and any other persons to answer all questions asked by DOY Services, Inc. with regard to any of the subjects covered by this application. I give DOY Services, Inc permission to conduct a criminal background investigation and that my employment may be contingent on the results of such investigation. _____

I understand also that I am required to abide by all rules and regulations of DOY Services, Inc and all governing agencies that certify the programs that I will be working under. I also understand I am an employee at will and employed for no definite period of time. I understand that either DOY Services, Inc. or I can terminate my employment at any time, with or without cause and with or without advance notice. I further understand that no communication, whether oral or written, by any representative of DOY Services, Inc., at any time, can constitute a contract of employment. _____

Are you currently authorized to work in the United States? **YES** **NO**

Have you been arrested or convicted of driving while intoxicated (DWI) or driving under the influence (DUI)?
YES **NO** If yes, please explain below:

Are there any driving restrictions that will prevent you from carrying out the general duties of a care provider or direct care staff? **YES** **NO** Please explain below:

I understand that if at any time I receive a driving violation or if my driver's license is revoked or suspended that I will immediately report it to DOY Services, Inc within 24 hours from the time of incident. _____

Are there any physical limitations that will prevent you from carrying out the general duties of a direct care staff?
YES **NO** If yes, can the duties be performed with reasonable accommodations? **YES** **NO**

I can lift, pull or drag at least 150lbs. **YES** **NO**

I verify that I am physically fit to carry out the duties of the job that I am applying for. I also verify that I do not abuse alcohol or use any illegal drugs. I am willing to submit to a physical examination, including the analysis for the detection of the use of unlawful drugs or substances in accordance with the applicable laws. If I receive an offer of employment I agree that my continued employment may be contingent on the results. _____

I understand that I **must** notify *my employer* within 24 hours if, while employed with this agency, if I am ever formally charged with, convicted of, or plead guilty to any of the offenses listed or described in paragraphs (J)(1) to (J)(4) of 5123:2-1-05.1, as noted in the attachment. Failure to report formal charges, a conviction, or a guilty plea may result in being dismissed from employment. _____

Applicant Signature

Date Signed

DOY Services Inc.

ACKNOWLEDGMENTS

I acknowledge/understand as a condition of employment I will be fingerprinted for a State of Ohio (BCI) criminal record check and for Federal (FBI) criminal record check and that any offer of employment made is conditional. If any records check indicates that I do not qualify for employment, and I am not able to provide written verification that employment conditions have been met within the timeline set by the DOY Services, Inc I will be released from contract/employment.

I acknowledge/understand that false statements and/or omissions regarding past conduct and/or present situations(s) may be grounds for immediate dismissal and that refusal to inform DOY Services, Inc of the contents of a sealed criminal record will result in automatic dismissal and/or termination of contract/employment.

I acknowledge/understand that at this stage of my application/employment, I have not been arrested, charged, plead guilty to or have been convicted of any of the disqualifying offenses or one which bears a direct and substantial relationship to the position for which I am applying/currently working.

I acknowledge/understand that after or entering a contract/accepting employment with DOY Services, Inc, if I am formally charged with, convicted or plead guilty to any offense, I must report to my Supervisor and or a Director of DOY Services Inc, within 24 hours following an arrest, charge or conviction. This includes pleas of guilty, not guilty and "no contest" to any pending charges.

FAILURE TO DO SO MAY RESULT IN IMMEDIATE TERMINATION

Signature

Print Name

Date

Attestation and Agreement to Notify Employer

I hereby attest that I have not been convicted of or pleaded guilty to any of the disqualifying offenses listed below and agree that I will notify **DOY Services, Inc** within 14 calendar days, if while employed I am formally charged with, am convicted of, or plead guilty to one of the disqualifying offenses. I understand that failure to make this notification may result in termination of employment.

(Applicant's Name)

(Applicant's Signature)

(Date Signed)

Tier 1 Disqualifying Offenses (Permanent Exclusion):
2903.01 (aggravated murder)
2903.02 (murder)
2903.03 (voluntary manslaughter)
2903.11 (felonious assault)
2903.15 (permitting child abuse)
2903.16 (failing to provide for a functionally impaired person)
2903.34 (patient abuse and neglect)
2903.341 (patient endangerment)
2905.01 (kidnapping)
2905.02 (abduction)
2905.32 (human trafficking)
2905.33 (unlawful conduct with respect to documents)
2907.02 (rape)
2907.03 (sexual battery)
2907.04 (unlawful sexual conduct with a minor, formerly corruption of a minor)
2907.05 (gross sexual imposition)
2907.06 (sexual imposition)
2907.07 (importuning)
2907.08 (voyeurism)
2907.12 (felonious sexual penetration)
2907.31 (disseminating matter harmful to juveniles)
2907.32 (pandering obscenity)
2907.321 (pandering obscenity involving a minor)
2907.322 (pandering sexually oriented matter involving a minor)
2907.323 (illegal use of minor in nudity-oriented material or performance)
2909.22 (soliciting/providing support for act of terrorism)
2909.23 (making terrorist threat)
2909.24 (terrorism)
2913.40 (Medicaid fraud)
2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
A conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program, excluding the disqualifying offenses set forth in section 2913.46 of the Revised Code (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits).
A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 2 Disqualifying Offenses (Ten-Year Exclusion):
2903.04 (involuntary manslaughter)
2903.041 (reckless homicide)
2905.04 (child stealing) as it existed prior to July 1, 1996
2905.05 (criminal child enticement)
2905.11 (extortion)
2907.21 (compelling prostitution)
2907.22 (promoting prostitution)
2907.23 (enticement or solicitation to patronize a prostitute, procurement of a prostitute for another)
2909.02 (aggravated arson)
2909.03 (arson)
2911.01 (aggravated robbery)
2911.11 (aggravated burglary)
2913.46 (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits)
2913.48 (workers' compensation fraud)
2913.49 (identity fraud)
2917.02 (aggravated riot)
2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
2923.12 (carrying concealed weapon)
2923.122 (illegal conveyance or possession of deadly weapon or dangerous ordnance in a school safety zone, illegal possession of an object indistinguishable from a firearm in a school safety zone)
2923.123 (illegal conveyance, possession, or control of deadly weapon or dangerous ordnance into courthouse)
2923.13 (having weapons while under disability)
2923.161 (improperly discharging a firearm at or into a habitation or school)
2923.162 (discharge of firearm on or near prohibited premises)
2923.21 (improperly furnishing firearms to minor)
2923.32 (engaging in pattern of corrupt activity)
2923.42 (participating in criminal gang)
2925.02 (corrupting another with drugs)
2925.03 (trafficking in drugs)
2925.04 (illegal manufacture of drugs or cultivation of marihuana)
2925.041 (illegal assembly or possession of chemicals for the manufacture of drugs)
3716.11 (placing harmful objects in food or confection)
A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Rule 5123:2-2-02 (effective January 1, 2013)

Tier 3 Disqualifying Offenses (7-Year Exclusion):
959.13 (cruelty to animals)
959.131 (prohibitions concerning companion animals)
2903.12 (aggravated assault)
2903.21 (aggravated menacing)
2903.211 (menacing by stalking)
2905.12 (coercion)
2909.04 (disrupting public services)
2911.02 (robbery)
2911.12 (burglary)
2913.47 (insurance fraud)
2917.01 (inciting to violence)
2917.03 (riot)
2917.31 (inducing panic)
2919.22 (endangering children)
2919.25 (domestic violence)
2921.03 (intimidation)
2921.11 (perjury)
2921.13 (falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license)
2921.34 (escape)
2921.35 (aiding escape or resistance to lawful authority)
2921.36 (illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution)
2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
2925.05 (funding of drug or marijuana trafficking)
2925.06 (illegal administration or distribution of anabolic steroids)
2925.24 (tampering with drugs)
2927.12 (ethnic intimidation)
A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier 4 Disqualifying Offenses (Five-Year Exclusion):
2903.13 (assault)
2903.22 (menacing)
2907.09 (public indecency)
2907.24 (soliciting after positive human immunodeficiency virus test)
2907.25 (prostitution)
2907.33 (deception to obtain matter harmful to juveniles)
2911.13 (breaking and entering)
2913.02 (theft)
2913.03 (unauthorized use of a vehicle)
2913.04 (unauthorized use of property, computer, cable, or telecommunication property)
2913.05 (telecommunications fraud)

Tier 4 Continued
2913.11 (passing bad checks)
2913.21 (misuse of credit cards)
2913.31 (forgery, forging identification cards)
2913.32 (criminal simulation)
2913.41 (defrauding a rental agency or hostelry)
2913.42 (tampering with records)
2913.43 (securing writings by deception)
2913.44 (personating an officer)
2913.441 (unlawful display of law enforcement emblem)
2913.45 (defrauding creditors)
2913.51 (receiving stolen property)
2919.12 (unlawful abortion)
2919.121 (unlawful abortion upon minor)
2919.123 (unlawful distribution of an abortion-inducing drug)
2919.23 (interference with custody)
2919.24 (contributing to unruliness or delinquency of child)
2921.12 (tampering with evidence)
2921.21 (compounding a crime)
2921.24 (disclosure of confidential information)
2921.32 (obstructing justice)
2921.321 (assaulting/harassing police dog or horse/service animal)
2921.51 (impersonation of peace officer)
2923.01 (conspiracy) when the underlying offense is any of the offenses or violations on this list
2923.02 (attempt) when the underlying offense is any of the offenses or violations on this list
2923.03 (complicity) when the underlying offense is any of the offenses or violations on this list
2925.09 (illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug)
2925.11 (drug possession other than a minor drug possession offense)
2925.13 (permitting drug abuse)
2925.22 (deception to obtain dangerous drugs)
2925.23 (illegal processing of drug documents)
2925.36 (illegal dispensing of drug samples)
2925.55 (unlawful purchase of pseudoephedrine product)
2925.56 (unlawful sale of pseudoephedrine product)
A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

Tier five: no exclusion
2925.11 (drug possession that is minor drug offense);
2925.14 (illegal use or possession of drug paraphernalia);
2925.141 (illegal use or possession of marijuana drug paraphernalia); or
A violation of an existing or former municipal ordinance or law of any state, or the US that is substantially equal to the offenses or violations 2925.11, 2925.14 or 2925.141.

Rule 5123:2-2-02 (effective January 1, 2013)



ORC 5123.62 Rights of Persons with a Developmental Disability

The rights of persons with a developmental disability include, but are not limited to, the following:

- (A) The right to be treated at all times with courtesy and respect and with full recognition of their dignity and individuality;
- (B) The right to an appropriate, safe and sanitary living environment that complies with local, state and federal standards and recognizes the person's need for privacy and independence;
- (C) The right to food adequate to meet accepted standards of nutrition;
- (D) The right to practice the religion of their choice or to abstain from the practice of religion;
- (E) The right of timely access to appropriate medical or dental treatment;
- (F) The right of access to necessary ancillary services, including, but not limited to, occupational therapy, physical therapy, speech therapy and behavior modification and other psychological services;
- (G) The right to receive appropriate care and treatment in the least intrusive manner;
- (H) The right to privacy, including both periods of privacy and places of privacy;
- (I) The right to communicate freely with persons of their choice in any reasonable manner they choose;
- (J) The right to ownership and use of personal possessions so as to maintain individuality and personal dignity;
- (K) The right to social interaction with members of either sex;
- (L) The right of access to opportunities that enable individuals to develop their full human potential;
- (M) The right to pursue vocational opportunities that will promote and enhance economic independence;
- (N) The right to be treated equally as citizens under the law;
- (O) The right to be free from emotional, psychological and physical abuse;
- (P) The right to participate in appropriate programs of education, training, social development and habilitation and in programs of reasonable recreation;
- (Q) The right to participate in decisions that affect their lives;
- (R) The right to select a parent or advocate to act on their behalf;
- (S) The right to manage their personal financial affairs, based on individual ability to do so;
- (T) The right to confidential treatment of all information in their personal and medical records;
- (U) The right to voice grievances and recommend changes in policies and services without restraint, interference, coercion, discrimination or reprisal;
- (V) The right to be free from unnecessary chemical or physical restraints;
- (W) The right to participate in the political process; and
- (X) The right to refuse to participate in medical, psychological or other research or experiments.

REPORTING VIOLATIONS OF RIGHTS

Any person with a developmental disability who believes that his or her rights have been violated, or any other person, may bring the violation to the attention of the appropriate service provider or may report the violation to any of the following agencies:

- The County Board of Developmental Disabilities
Telephone #: The main telephone number is 614-475-6440 The 24 Hour/Emergency telephone number is 614-464-2743
- The Ohio Department of Developmental Disabilities
30 E. Broad St., 13th Floor
Columbus, OH 43215
Toll Free: 877.464.6733
- Disability Rights Ohio
The Client Assistance Program (CAP)
50 W. Broad St., Suite 1400
Columbus, Ohio 43215-5923
Toll Free: 800.282.9181 voice
Toll Free: 800.858.3542 TTY
614.466.7264 voice
614.728.2553 TTY

Persons who believe that their rights have been violated may also take any other appropriate action to ensure compliance with Ohio Revised Code, Sections 5123.60 to 5123.64.

*I HAVE BEEN GIVEN THE LIST OF RIGHTS FOR PERSONS WITH A DEVELOPMENTAL DISABILITY.
THESE RIGHTS HAVE BEEN EXPLAINED TO ME AS REQUIRED BY ORC SECTION 5123.63.*

Name

Date

D.O.Y. Services, Inc.

POLICY & PROCEDURES AGREEMENT

Client Rights Statement

In Ohio you are provided with specific safeguards for your rights while you are receiving services at D.O.Y. Services, Inc. The following "Rights of Clients" statement is designed to inform your rights. The rights of minor children will be covered by the legal consent of parents, adoptive parents, or legal guardians.

The Rights of Children

No agency employee, foster caregiver, or respite provider of this agency shall in any way violate any of the following rights of children:

1. The right to enjoy freedom of thought, conscience, and religion.
2. The right to reasonable enjoyment of privacy.
3. The right to have his or her opinions heard and be included, to the greatest extent possible, when any decisions are being made affecting his life.
4. The right to receive appropriate and reasonable adult guidance, support, and supervision.
5. The right to be free from physical abuse and inhumane treatment.
6. The right to be protected from all forms of sexual exploitation.
7. The right to receive adequate and appropriate medical care.
8. The right to receive adequate and appropriate food, clothing, and housing.
9. The right to his own money and personal property in accordance with the child's service or case plan.
10. The right to live in clean, safe surroundings.
11. The right to participate in an appropriate educational program.
12. The right to communicate with family, friends and "significant others" from whom he is living apart, in accordance with the child's service or case plan.
13. The right to be taught to fulfill appropriate responsibilities to himself and to others.

Signature

Date

DOY Services, Inc.
1364 Hentz Drive
Reynoldsburg, OH 43068

.....helping today with decisions that impact your tomorrow

Job Description

Title: **Direct Care Staff**

Minimum Qualifications:
High School Diploma or GED

Duties:

- Ensure adherence of agencies mission and philosophy
- Ensure clients' rights are maintained
- Ensure health and safety of clients
- Attend trainings as requested
- Maintain certifications/required hours of training per year for OJFS, ODODD, Children's Services and DOY
- Make sure petty cash and other expenditures are properly receipted and submitted
- Complete all documentation in the home in a legible, neat manner before the end of your shift
- Assure all medications are properly stored, administered and documented per ISP/client needs
- Assure all medical appointments are kept, and documented properly
- Assure all paper work is submitted in a timely manner
- Assure home is clean and free from hazards
- Attend team meetings as requested
- Attend monthly clients meeting as requested
- Ensure the home has adequate food as prescribe in clients plans, for each meal of the day
- Report all issues or concerns to the supervisor and document in a legible professional manner
- Do not engage in gossip about clients, fellow employees, or management
- Do not break confidentiality of clients
- Do not borrow or loan money or items to clients or other staff
- I am able to lift, pull, or drag at least 150 lbs. if required
- I understand that I can be removed from a site or reassigned to better meet the needs of a client
- I understand that if there should be an investigation by DOY Inc., FCCS, FCBDD, Police or OJFS I could be temporarily/permanently removed from the schedule without financial compensation
- I understand that I must maintain job readiness to include but not limited to; being prepared for spontaneous outings requiring the use of my automobile, parking fees, recreational admissions etc.
- I understand that I must have at all-times gassed, reliable, insured transportation unless otherwise noted in writing by the Executive Director
- I understand that I must maintain a valid driver's license with fewer than 5 points unless otherwise noted in writing by the Executive Director
- I understand that any criminal or traffic offense not reported immediately or not noted on my application, later found by the agency can result in my immediate termination
- I understand that employment with DOY Services Inc. is an at will agreement
- Other duties as assigned by management

Name: _____ Signature: _____

Date: _____

DOY Services, Inc.
1364 Hentz Drive
Reynoldsburg, OH 43068

.....helping today with decisions that impact your tomorrow

Job Description

Title: **Direct Care Staff**

Minimum Qualifications:
High School Diploma or GED

Duties:

- Ensure adherence of agencies mission and philosophy
- Ensure clients' rights are maintained
- Ensure health and safety of clients
- Attend trainings as requested
- Maintain certifications/required hours of training per year for OJFS, ODODD, Children's Services and DOY
- Make sure petty cash and other expenditures are properly receipted and submitted
- Complete all documentation in the home in a legible, neat manner before the end of your shift
- Assure all medications are properly stored, administered and documented per ISP/client needs
- Assure all medical appointments are kept, and documented properly
- Assure all paper work is submitted in a timely manner
- Assure home is clean and free from hazards
- Attend team meetings as requested
- Attend monthly clients meeting as requested
- Ensure the home has adequate food as prescribe in clients plans, for each meal of the day
- Report all issues or concerns to the supervisor and document in a legible professional manner
- Do not engage in gossip about clients, fellow employees, or management
- Do not break confidentiality of clients
- Do not borrow or loan money or items to clients or other staff
- I am able to lift, pull, or drag at least 150 lbs. if required
- I understand that I can be removed from a site or reassigned to better meet the needs of a client
- I understand that if there should be an investigation by DOY Inc., FCCS, FCBDD, Police or OJFS I could be temporarily/permanently removed from the schedule without financial compensation
- I understand that I must maintain job readiness to include but not limited to; being prepared for spontaneous outings requiring the use of my automobile, parking fees, recreational admissions etc.
- I understand that I must have at all-times gassed, reliable, insured transportation unless otherwise noted in writing by the Executive Director
- I understand that I must maintain a valid driver's license with fewer than 5 points unless otherwise noted in writing by the Executive Director
- I understand that any criminal or traffic offense not reported immediately or not noted on my application, later found by the agency can result in my immediate termination
- I understand that employment with DOY Services Inc. is an at will agreement
- Other duties as assigned by management

Name: _____ Signature: _____

Date: _____