

DOUGLAS RESIDENT TRAINING FACILITIES

651 W Harrison Street
Roseburg, OR 97471
541 679-6237

PRE-EMPLOYMENT

Before filling out an application, review the job description to make sure you are physically able to perform the requirements of the position for which you are applying.

DRUG POLICY

We are a drug-free workplace. You will have to submit to a drug test before you begin work!

DRIVING REQUIREMENT

Current Oregon driver's license with less than 3 moving violations and/or 2 accidents in the last 3 years!

AGE/EDUCATION REQUIREMENTS

You must be at least 21 years of age with a high school diploma or equivalency.

DOUGLAS RESIDENT TRAINING FACILITIES

JOB DESCRIPTION SUPPORT STAFF (DIRECT CARE)

DESCRIPTION:

The Support Staff (Direct Care) position is the key daily service connection between DRTF and the residents (individuals with intellectual, physical and/or mental disabilities). The person in this position provides day-to-day care and assistance to residents. The position involves extended work shifts that require overnight, weekends and holidays in the group home. The employee in this position works with increasing independence and with considerable responsibility. There may be times when the employee may work alone in the home. Support and assistance is provided in a manner that promotes and facilitates a quality lifestyle in both the home and in the community.

Employees entering this level of employment must successfully complete a three-month trial service period. At the conclusion of three months the employee must be determined competent (using the QS&P checklist). No experience is required. Training is provided.

QUALIFICATIONS:

The employee must meet the following minimum requirements for hire into the Entry-Level Support Staff (Direct Care) position:

- Must be 21 years of age upon employment,
- Have a high school degree or GED, (waived at the discretion of E.D.)
- Obtain First Aid and CPR certification within 90 days of employment,
- Have a valid driver's license, (waived at the discretion of E.D.)
- Pass a State DHS criminal background check,
- Pass a pre-employment drug screening,
- Personal or message phone number where employee may be reached, and
- Ability and willingness to perform all duties and responsibilities in the job description.

SCHEDULE:

Schedules vary in time (hours) and length (duration). Support staff usually start as substitutes and are given the opportunity to train/work in various group homes. When a dedicated position becomes available it is posted. Any employee interested in the position may put in a letter of interest to the administration. In certain cases an employee may be assigned to a position. This process is competitive and open to all employees.

Douglas Resident Training Facilities, Inc.
DIRECT CARE JOB DESCRIPTION

SALARY:

Support Staff are paid an hourly wage. The State of Oregon periodically provides a yearly Cost of Living Adjustment (COLA) which is passed on to all staff.

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities include but are not limited to the following:

- Ensure resident health and safety at all times.
- Provide support services and assistance to residents including, but not limited to: aid in general grooming and dress, bathing and personal hygiene, meal planning and preparation, recognition of medical and dental needs, use of medications, use of transportation and community mobility skills, use of community resources, maintenance of personal property and space, and conducting and documenting fire drills.
- Participate in the implementation of Individual Support Plans.
- Document individual activity participation, program data, and other necessary documentation in adherence to local, state and federal regulations.
- Write medical, behavioral and unusual incident reports according to agency standards.
- Participate in not less than twelve (12) hours of training annually, which includes the completion of the QS&P checklist.
- Support and perform housekeeping and external maintenance as required to help the residents maintain safe and homelike environment.
- Transport residents using agency vehicles, personal vehicles and public transportation where it exists.
- Maintain confidentiality of all individuals and agency related business and/or information.
- Provide care in accordance with agency policies and procedures, agency mission and program objectives with special attention to opportunities for resident personal choice.

Douglas Resident Training Facilities, Inc.
DIRECT CARE JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES:

- Attend staff meetings. These meetings are mandatory, paid meetings to discuss resident programs and the overall work of the group home.
- Provide appropriate role modeling for individuals in the areas of: personal care skills, social and practical living skills while in the home and in the community by fostering a positive and cooperative attitude.
- Be able to work professionally and cooperatively with all DRTF team members.
- Assist in the development and implementation of behavioral support plans.
- Respond professionally and competently to the unique behavioral challenges of residents.
- Attend training to further develop and support skills in working with individuals with intellectual disabilities.
- Perform other duties as requested by the Program Director or Lead Program Director
- Maintain a good work ethic

SUPERVISION RECEIVED:

The Entry Level Support Staff (Direct Care) receives supervision by the Program Director. Immediate supervision is by the Program Director. However, this position requires individual initiative in carrying out day-to-day responsibilities to meet the flow of activity and need. Supervision is direct.

WORK PLAN/PERFORMANCE APPRAISAL:

A job description is, by design, somewhat general in scope and is not intended to describe every detail of work responsibility. Each employee, including the Support Staff (Direct Care), shall have a work plan developed that outlines specific work performance areas based on more general goals and objectives. The work plan is evaluated at least annually and may be reviewed and evaluated more frequently if needed. The work plan serves as the basis for a performance appraisal tool designed to objectively evaluate employee performance of agreed upon work responsibilities.

APPLICATION FOR EMPLOYMENT

DOUGLAS RESIDENT TRAINING FACILITIES, INC.

651 W Harrison Street
Roseburg, OR 97471
541-679-6237

DRTF is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. DRTF assures you that your opportunity for employment will be based solely on applicant's qualifications. Consistent with the Americans with Disabilities Act, applicants may request special accommodations if needed to participate in the application process.

Personal Information:

Date: _____ Social Security Number: _____

Name: _____
Last
First
Middle
Preferred Name

Mailing Address: _____
Street
City
State/Zip

Physical Address: _____
Street
City
State/Zip

Phone Number: _____ Referred By: _____

Do you have a high school diploma or GED? _____
 Are you 21 years of age or older? _____ Can you pass a criminal history check? _____
 Can you pass a UA? _____ Do you have a current ODL? _____
 Have you had any accidents during the past three years? _____ How Many? _____
 Have you had any moving violations during the past three years? _____ How Many? _____
 Have you had any founded reports of child abuse or substantiated adult abuse? YES or NO

Employment Desired:

Position: _____ Date you can start? _____
 Salary Desired: _____ How many hours can you work weekly? _____
 Have you ever applied to this company before? _____ When? _____

Education:

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (City and State)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Douglas Resident Training Facilities, Inc.
 Employment Application (page 2)

References: Please list two references other than relatives or previous employers.

Name _____	Name _____
Address _____ _____	Address _____ _____
Telephone _____	Telephone _____
Years Known _____	Years Known _____

Work Experience: Please list your work experience for the **past five years** beginning with your most recent job held.

Name of Employer Address City, State, Zip Code Phone Number	Name of Last Supervisor	Employment Dates	Pay or Salary
		From	Start
		To	Final
Your last Job Title			
Reason for Leaving (Be Specific)			
List the jobs you held, duties performed, and skills used or learned while you worked at this company.			

Name of Employer Address City, State, Zip Code Phone Number	Name of Last Supervisor	Employment Dates	Pay or Salary
		From	Start
		To	Final
Your last Job Title			
Reason for Leaving (Be Specific)			
List the jobs you held, duties performed, and skills used or learned while you worked at this company.			

Douglas Resident Training Facilities, Inc.
 Employment Application (page 3)

Work Experience: (Continued)

Name of Employer Address City, State, Zip Code Phone Number	Name of Last Supervisor	Employment Dates	Pay or Salary
		From	Start
		To	Final
Your last Job Title			
Reason for Leaving (Be Specific)			
List the jobs you held, duties performed, and skills used or learned while you worked at this company.			

Name of Employer Address City, State, Zip Code Phone Number	Name of Last Supervisor	Employment Dates	Pay or Salary
		From	Start
		To	Final
Your last Job Title			
Reason for Leaving (Be Specific)			
List the jobs you held, duties performed, and skills used or learned while you worked at this company.			

Are you employed now? _____

If so, may we inquire of your present employer? _____

If you are hired by the company, you will be required to attest to your identify and employment eligibility, and to present documents confirming your identity and employment eligibility. You will not be hired if you cannot comply with these requirements.

Douglas Resident Training Facilities, Inc.

Employment Application (page 4)

Authorization/Waiver:

In exchange for the consideration of my job application by Douglas Resident Training Facilities, Inc. (hereinafter called “the Company”), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Douglas Resident Training Facilities, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of the Company. Both the undersigned and Douglas Resident Training Facilities, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) Douglas Resident Training Facilities, Inc. has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment at any time deemed appropriate by Douglas Resident Training Facilities, Inc. and as permitted by law; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I consent to such examinations and testing, and I request that the examining doctor or technician disclose to DRTF the results of the examination and the results shall remain confidential.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days and that at any time during the probationary period or thereafter, my employment relation with DRTF is terminable at will for any reason by either party.

I understand that filling out this form does not indicate there is a position open and does not obligate DRTF to hire. If hired, I agree to abide by all the Company’s work rules, policies and procedures.

Applicant’s Signature _____

Date: _____