

DIRECT CARE APPLICATION

Minimum Requirements of Employment

- 1. You must be 18 years old with a high school diploma or GED.**
2. All potential staff will be required to successfully complete a pre-employment physical confirming absence of contagious diseases, ability to lift 50+ pounds and proof of a TB test. New staff are required to pay half of the physical and to use the clinic that we choose as well as half of the fingerprinting. These amounts will be withheld from the first paycheck. Rainbow Center will conduct the required Drug Screen. Rainbow Center will then provide annual physicals and TB tests for all Direct Care Staff.
3. All potential staff will undergo a criminal record check and abuse check in compliance with Rainbow Center/Rainbow Options policy.
4. Any negative response from any of the above requirements will be cause for not offering a position of employment.

SALARY RANGE starts at:

- \$10.00 per hr with high school diploma or GED (proof of diploma or GED will be required)
- \$10.50 per hr with 60 college hours (with proof of transcripts)
- \$11.00 per hr with 4-year College Degree (in any field)

THE APPLICATION PROCESS consists of:

- Completion of written application.
- Initial interview with Human Resources.
- Practical volunteer opportunity of up to 3 hours to determine if this position is right for you and Rainbow Center/Rainbow Options.

IF YOU ARE NOT INTERESTED IN PARTICIPATING IN THE FULL APPLICATION PROCESS, OR DO NOT MEET THE MINIMUM EMPLOYMENT REQUIREMENTS, PLEASE DISCONTINUE THIS APPLICATION NOW.

DIRECT CARE STAFF

General Responsibilities/Job Description

1. Assist consumers with arrival and dismissal, toileting, lunchtime and community outings as appropriate or requested. Assist in classroom and/or with individual consumer as requested.
2. Work with supervisory staff to plan curriculum and activities appropriate for individual needs and skills of consumers.
3. Using appropriate behavior management techniques, assist and cooperate in implementing successful and individualized consumer plans.
4. Facilitate the program schedule/routine.
5. Use appropriate lifting techniques to assist consumers with toileting and transitions as needed.
6. Attend required in-service/training sessions.
7. Work cooperatively to maintain facility housekeeping tasks. Help keep activity areas picked up and clean, charting as appropriate.
8. Work cooperatively on maintaining orderliness, sanitization and cleanliness of equipment and materials.
9. Assist with grooming needs of the consumers including tooth brushing and hand washing, feeding/lunchtime clean up, etc. always promoting the independence of the consumer.
10. Able to lift consumers using a two-man lift and also able to lift at least 50 pounds.
11. Direct Care staff at Rainbow Center may have occasional "down time" over the holidays and in summer. Rainbow Options does not have "down time".
12. As a volunteer and employee, appropriate dress needs to reflect knowledge of professional discretion (i.e. "shorter shorts are not acceptable). Walking shorts, defined as not over 3 inches above the knee, is usually acceptable. Modest tops/dresses (no skimpy and/or tight tanks etc.) are desired. Besides the public relations factor, working with impressionable young adults requires that modesty in dress be considered.
13. The Mandt System of Managing People, which is held throughout each year, is required for Rainbow Center/Rainbow Options direct care staff. Those who fail to successfully complete the course may be penalized as deemed appropriate by management.
14. Carefully review the Staff Handbook and Rainbow Center/Options policy manual adhering to all policies and procedures outlined therein.
15. Other duties as assigned.

Printed Name

Signature

Date

APPLICATION FOR EMPLOYMENT

Rainbow Center

900 NW Woods Chapel Rd
Blue Springs, MO 64015
(816) 229-3869 Fax (816) 229-4260

Rainbow Options I

900 NW Woods Chapel Rd
Blue Springs, MO 64015
(816) 228-7900 Fax (816) 228-7901

Rainbow Options II

3420 NW Kingsridge Dr
Blue Springs, MO 64015
(816) 228-1373 Fax (816) 228-1159

An Equal Employment Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intent that all qualified applicants be given an equal opportunity and that selection decisions be based on job-related factors.

Position you are applying for:

Position Title	Today's Date	Date you can start	Salary Requirement
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How did you hear of this position? (If referred by an employee, please state his/her name)

Type of employment you are seeking Full-Time Part-Time Temporary

Would you be willing to volunteer up to 3 hours before final consideration is given to you accepting or being offered a position with the Rainbow Center to help you determine if this job is right for you and you for us? Yes No

Personal Information:

Social Security Number

Last Name	First Name	Middle
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Home Address	City	State	Zip
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Home Phone	Cell Phone
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Are you 18 or older? Yes No

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No

Have you ever applied here before? Yes No If yes, when? _____

Were you previously employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation, excluding minor traffic violations? Yes No

If yes, please explain _____

NOTE: A "yes" response does not automatically disqualify you from employment, since the nature of the offense, date, and the job for which you are applying will be considered.

Are you now, or do you expect to be engaged in any other business or employment? Yes No

If yes, please explain _____

Have you ever been convicted of abuse of any kind toward children or adults? Yes No

Education – A High School Diploma or GED is required for employment.

Can you provide an official copy of high school diploma/transcript _____ or _____.
Yes No

OR

Can you provide an office copy of GED _____ or _____.
Yes No

PLEASE DO NOT CONTINUE IF YOU CANNOT PROVIDE THE ABOVE DOCUMENTS.

Undergraduate College	City	State	Year Completed
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Undergraduate Degree Earned	Undergraduate Major Area of Study
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Graduate College	City	State	Year Completed
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Graduate Degree Earned	Graduate Major Area of Study
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Business or Technical School	City	State	Year Completed
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Business or Technical Degree Earned	Business or Technical Subjects Studied
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Special Skills:

What skills or additional training do you have that are related to the position for which you are applying?

Describe any work you have performed with or for persons with disabilities, whether paid or volunteer:

Certifications:

CPR	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expires ___/___/___
Medication Administration	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expires ___/___/___
First Aid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expires ___/___/___
Other _____			

Employment History:

Are you presently employed? Yes No

If yes, may we contact your present employer? Yes No

Have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

Have you ever worked or attended school under any other names? Yes No

If yes, please list names _____

Please list below names of employers with the most recent employer listed first. Account for all periods of time, including military service and any period of unemployment. If self-employed, give firm name and supply business references. Provide telephone numbers with area codes and names of individuals to contact.

Dates Employed		Name and Address of Employer	Contact Person	Phone Number	Position Held	Reason for Leaving
From	To					

References:

References are required for employment, please include supervisors under whom you have worked and have knowledge of your character and skills. Include at least three (3) references. Relatives cannot be used for references.

Name	Position/Firm	Address	Phone	Relationship

You may provide additional information that will help us know you better and that will give us a more complete picture of your training, experience, character and ability.



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Affidavit:

Please read each statement carefully before signing.

I certify that all information in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my termination if discovered at a later time.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, (except as previously noted), past employers and organizations from any legal liability in making such statements.

I understand that as a personal care worker in accordance with § 210.900 RSMo as a condition of employment I will be registered with the Family Care Safety Registry and Rainbow Center will run a background check for clearance to work in this field.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination, TB test, criminal background check, any other tests deemed necessary, and I agree that I can lift at least 50 pounds. I consent to the release of all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application of subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

I understand that I will be responsible for all pre-employment costs if either party terminates employment within 90 days of employment.

I understand that I will be responsible for half of the cost of the pre-employment physical and the fingerprinting. This amount will be withheld from my paycheck.

I understand that payroll is paid via direct deposit and I have a checking or savings account in good standing in which my paycheck will be deposited into and can provide proof of such account.

Applicant Signature _____

Applicant's Printed Name _____

Date _____