

LifeSpan...A Community Service

2015 NEW HIRE PROCESS

Step 1 – 1st Screening Job Applicants

Review Job Application – make sure the “honesty” and “release” statements are signed
Check Jackson County Courts D12 for local criminal action
Schedule Interview

Step 2 – 2nd Job Screening

Minimum of four reference checks completed
Conditional Job Offer – must complete all screenings and training prior to offer of regular employment
Criminal Record Checks

- Office of Inspector General
- Michigan Offender Tracking Information
- Michigan Sanctioned Provider List
- Michigan Nurse Aide Abuse List
- Michigan Public Sex Offender Registry

IF ALL CLEAR:

Conduct interview – HR, Managers – pre-designed questions, scenario responses – decide work location
Fingerprinting

5 panel Drug Test

- Amphetamine (AMP) (Urine)
- Cocaine (COC) (Urine)
- Methamphetamine (MET) (Urine)
- Opiates (OPI) (Urine)
- Marijuana (THC) (Urine)

Verification of Driver’s License/ID

Verification of Auto Insurance

Michigan Department State – Driver Record Lookup Request

Central Registry Clearance Request

Pre-Placement Physical Examination

TB Test

Hepatitis B Virus Vaccine

Step 3 – 1st day of Orientation

Orientation – overall corporate culture, mission/vision, history and roles – Executive Director

Form – I-9, Employment Eligibility Verification (Immigration)

Form W-4 Federal, State, & Local

Transcript Verification – 3rd party

Job Description/Job Description Acknowledgement

Confidentiality Statement

At-Will Employment

Right-to-Know - MSDS

Environment of care

Employee Abuse Awareness

Summary of Abuse and Neglect Reporting Requirements

Orientation Check List

*Policies and Procedures—including emergency procedures, processes, reporting, etc.

Licensing Rules as needed

*Universal Precaution/Blood borne Pathogens - Video

*Emergency Preparedness/Weather Safety

*Crisis/Disaster Response Plan

Diabetes - Nutrition

*Autism and Working with children with Autism – “Autism is a World” video

Step 4 – 2nd day of Orientation

*Corporate Compliance Attestation

*HIPAA

*Quality Improvement

*Code of Conduct

*Limited English Proficiency

*Grievance & Appeals

*Go-Forms

*Cultural Diversity

*Whistleblower Protection

*Gentle Teaching – Culture of Gentleness – John McGee – Gentle Teaching Video

Working With People - Handbook

*Recipient Rights/IR Training - Video

Step 4 – 3rd day of Orientation

Mental Illness and Developmental Disabilities

Working with Older Adults

Alzheimer’s Disease and Other Dementias

Depression

Suicide Prevention

*Person Centered Planning -- Supporting People: Why you are here ?

*Chart / Documentation Training

*First Aid, CPR, & AED – seizures (every two years)

Step 5 – 4th day of Orientation

National Drivers Training and Test

Vehicle Rules

Maintaining a Fire Safe Home

Fire prevention

Fire Safety “Must Know” Information

Fire Safety Protection Plan

Fire Safe Practices in the Kitchen

Fire Safe Practices in the Laundry

Fire Drills Performance

Environmental Emergencies

Alarm system Features and Operation

Smoking Policies and Procedures

Step 6 – Trainings outside of LifeSpan

*Certified Physical Intervention (CPI) at LifeWay's

*Resident's Rights (new hire) at LifeWay's Office of Recipient Rights

Step 7 – On-site Training and Shadowing – Can last from 1 to 4 weeks

Personal Profiles – meet the people – including medical and health conditions

Medications – as applicable

Documentation

On site – per program – can include:

“Must Know” per program: job basics

Documentation specific to program

Recreation and Leisure Time

Communication

Fire Safety – “Must Know”

System – “Must Know” – such as fire alarm panel, extinguishers, water shut off valve, etc.

Evacuation procedures specific to location

Personal Care and Hygiene specific to population

Food and Nutrition

Infection Control

Eating and Feeding Techniques specific

Lifting/moving/transferring – preventing pressure sores

COPD and breathing disorders

Basics of Interactions

Preventing Challenging Behaviors – specific

UPON SATISFACTORY COMPLETION OF THE ABOVE AN OFFER OF EMPLOYMENT IS MADE – DATE OF HIRE LOGGED IN PERSONNEL FILE

Continued Employment Agreement (At hire and annually)

* Items are trained at least annually.

Training occurs throughout the year as situations dictate at staff meetings or with special speakers. Each staff member is in-serviced in each person's Person Centered Plan, addendum's and additional plans such as behavioral treatment plan, dietary, etc.

