



EMPLOYMENT APPLICATION

Incomplete applications will not be considered.

Position applying for:

Email:	Phone:	Message Phone:
Name: First, Middle, Last		Address (Street, City, Zip):
Have you worked for Ravalli Services before? Yes ___ No ___		
Have you been convicted of a felony? Yes ___ No ___ Are there felony charges pending against you? Yes ___ No ___ (A conviction will not automatically disqualify you from employment. The facts of each conviction will be examined.)		

Are you now employed: Yes ___ No ___ Part time ___ Full time ___
 Are you in school or training? Yes ___ No ___

Driver's License: ___ None ___ Driver's ___ CDL ___ Other US Military Service _____ Branch _____ Rank _____ National Guard Reserve _____	Availability: ___ Full time ___ Temp (<90) ___ Part time ___ Summer only Days Available: M ___ T ___ W ___ Th ___ F ___ Sa ___ Su ___ Shift Preference: ___ Day ___ Swing ___ Graveyard	Highest Degree: ___ None ___ HS/GED ___ Associate ___ Bachelor ___ Masters ___ Ph.D. ___ Other	Date: _____ _____ _____ _____ _____ _____ _____
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Name of College, University or Technical School: _____
 College Major: _____ Minor: _____ Degree Earned: _____

List current employer then previous employers in order:

Name of Employer or Branch of Service:	Mailing Address:
Job Title:	Employment Dates: Start: _____ End: _____
Reason for leaving:	Name & phone number of supervisor:

Job Description (duties, skills, equipment used):

Name of Employer or Branch of Service:	Mailing Address:
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Job Title:	Employment Dates: Start: End:
Reason for leaving:	Name & phone number of supervisor:

Job Description (duties, skills, equipment used):

Summary of other related experiences (include any current or prior certifications/trainings that may be applicable to this position):

References (persons not related to you):

Name	Address:	Phone #

If referred to Ravalli Services by a current employee, please tell us who: _____

Notice to applicants: Information you provide on this application is subject to verification. Previous employers may be contacted as references. Criminal and abuse background checks as well as Motor Vehicle Record checks are required.

Authorization: I authorize Ravalli Services Corporation to obtain information about me from my previous employers and references. I authorize my previous employers and references to disclose such information about me as Ravalli Services Corporation may request for employment purposes. This release will remain valid over the course of my employment.

Date: _____ Signature: _____

Accuracy. I verify that the statements I made in this application are true and complete. I understand that if I am hired, any false or incomplete statements in this application will be grounds for immediate discharge. **Initials:** _____



Ravalli Services
CORPORATION

EEO Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 to invite applicants to self-identify gender and race and complete an EEO-1 report each year. Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources Department.

Name: _____

Job Title: _____

Date completed: _____

Gender (please check one option)

_____ Male

_____ Female

Race/Ethnicity: (please check one of the descriptions below corresponding to the ethnic group with which you identify)

_____ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.

_____ White (not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

_____ Black or African American (not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

_____ Native Hawaiian or Pacific Islander (not Hispanic or Latino): A person having origins in any other the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

_____ Asian (not Hispanic or Latino) A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

_____ Native American (not Hispanic or Latino) A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

_____ Two or more races (not Hispanic or Latino) All persons who identify with more than one of the above races.

_____ I do not wish to disclose

POSITION DESCRIPTION
GROUP HOME SERVICES
DIRECT SUPPORT PROFESSIONAL

SUMMARY:

This position will teach and demonstrate community living skills to consumers with developmental disabilities. Establish and maintain good working relationships with consumers, family/friends and outside professionals. This person will participate in routine operations of the facility which includes assistance with meal preparation, insure consumer needs are being met, monitor facility maintenance, cleaning, transportation and recreational opportunities. This person will provide safety training to all consumers. This position reports to the Group Home Manager.

Exempt Status:	Non-Exempt
Direct Reports:	None
Work Schedule:	As Assigned

Essential Duties and Responsibilities:

1. Ability to maintain flexibility to work assigned hours..
2. Ability to lift objects weighing up to 25 pounds.
3. Must be capable of giving, receiving, interpreting and applying verbal and/or written instructions and directions.
4. Maintain a safe environment for everyone.
5. Ability to pass and maintain Ravalli Services' training sequence, which includes First-Aid, CPR, MANDT(management of non-aggressive adults with disabilities), State mandated Medication Certification, and College of Direct Supports, within prescribed time lines.
6. Ability to acquire training to support individuals with special needs; wheelchairs, walkers and other specialized medical equipment as well as positive behavioral supports.
7. Ability to acquire knowledge of the habilitation process, policies and procedures for DPHHS-DDP habilitation training, principles of community integration and normalization, and techniques of non-aversive training acquired through completion of identified sections of in-house training programs.
8. Develop and maintain a positive and effective relationship with consumers, families, guardians, neighborhood businesses, representatives of public service agencies and other co-workers of Ravalli Services.
9. Assist in and maintain compliance of the services of the residential setting to standards prescribed by Ravalli Services and the State Department of Public Health and Human Services.
10. Assist and document the development and implementation of action plans and training goals for consumers, as developed by each consumer's Personal Support Team under the supervision or direction of site manager.
11. Assist each consumer with basic living skills (e.g., social & domestic) through specific instruction and positive programs. Assist with personal hygiene as needed (e.g., bathing, brushing teeth, shaving, nail clipping, dressing and overall general appearance).
12. Perform or assist consumers with basic domestic duties as needed (e.g., cooking, cleaning and laundry).
13. Complete all paperwork required by Ravalli Services and/or the State of Montana, Developmental Disabilities Program (DDP) (e.g., daily checklists, medication administration records, mileage logs, incident reports, case notes, timesheets etc.).
14. Serve as a good role model, maintain good personal boundaries with all consumers' and co-workers and maintain professionalism at all times.
15. Provide in-home and community supervision according to the individual needs of all consumers.

16. Follow all written protocols.
17. Excellent communication with other staff members on shift, during shift changes as well as with site manager is imperative.
18. Responsible for and ability to maintain confidential information.
19. Ability to complete monthly assigned staff duties in a timely manner.
20. Perform other duties as assigned

Required Minimum Qualifications:

1. The position requires education and experience equivalent to a high school diploma and completion of occupationally-specific training.
2. Ability to pass a criminal and other background checks.
3. Possession of a Montana Drivers license and maintain a good driving record in order to meet the requirement for insurability to be covered by company vehicle insurance.
4. Ability to successfully perform all the responsibilities shown above.
5. Ability to establish and maintain professional, effective, harmonious, working relationships
6. Ability to communicate effectively and professionally with stakeholders, including but not limited to staff, consumers, family members, medical professionals and community members.
7. Ability to show critical thinking and positive decision-making skills.
8. Ability to safely and frequently lift, move or otherwise handle items weighing up to 25 pounds.

Job Demands:

While performing the duties of this job, employee frequently communicates with employees and consumers. This position must be able to exchange accurate information. During a normal 8 hour shift employee will be standing up and moving at least 80% of the time. Bending, lifting, carrying, pushing, pulling and etc., are common motions to be expected. Walking and working surfaces are normally even. Exposure to sights, sounds, odors, and physical or verbal aggression may be encountered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Signature

By signing below, I attest that I have read the position descriptions and understand the responsibilities and duties expected to be completed and adhered to in this position. A copy of this signed job description will be place in my personnel file.

Employee Signature

Date

Supervisor Signature

Date