

EXPECTATIONS OF AN EMPLOYEE

In order to succeed as a Direct Care Staff, the following characteristics and duties may be expected of you. This list is not all inclusive. Each person served by Dakota Milestones has different needs, likes, dislikes, and desires. This job can be very rewarding. Use this information to decide if you would enjoy this job.

- There are times when you will be responsible for assisting people receiving supports who are not mobile. This involves some lifting and transferring. Dakota Milestones does provide training in this area during orientation.
- Some people receiving supports need assistance with personal hygiene tasks, including but not limited to toileting, bathing, etc. You may need to assist a person who has incontinence of urine or BM.
- Some people receiving supports do exhibit explosive behaviors. You could be in a situation where using our approved method of physical intervention. (Non violent Crisis Intervention - NCI) is necessary. Again, Dakota Milestones provides training for this and re-certification is done once yearly.
- This job will involve assisting people receiving supports with taking medications. Training is provided for this and it is done under the supervision of a Registered Nurse. You will not be allowed to assist with medication until you have met the training requirements.
- Most positions require flexibility. You probably will not be doing the same thing every day. There are times when you may be expected to cover different job sites or cover for another employee.
- You may be expected to provide training in the area of appropriate social and sexual behavior.
- You may be required to assist people receiving supports with eating. Many times this involves foods with altered textures.
- You may need to assist people receiving supports with social interactions within the community.
- May need to travel out of town for workshops/in-service training. Continuing Education Units may be available for some of these sessions.

APPLICATION FOR EMPLOYMENT

**Dakota Milestones
P O Box 248
Chamberlain, SD 57325**

“AN EQUAL OPPORTUNITY EMPLOYER”

EMPLOYMENT DESIRED:

Position(s) Applied for: _____ Date: _____

Full Time: _____ Part Time: _____ Expected Pay: _____

How did you hear about this position? _____ Newspaper _____ Radio _____ Other _____

Were you referred by someone? _____ yes _____ no. If yes, who? _____

PERSONAL INFORMATION:

Name: _____
Last First Middle

Present Address: _____
Street City State Zip

Telephone numbers: _____ Time you can be reached: _____
Home Home
Business Business

Are you legally eligible for employment in the USA? Yes () No ()

Are you over 18 years of age? Yes () No ()

Have you ever been convicted of a felony? Yes () No ()

If yes, please explain (This does not constitute an automatic bar to employment) _____

Do you possess a valid South Dakota driver's license? Yes () No ()

If yes, please list the number: _____

Any traffic violations or accidents with the past 3 years? Yes () No () If yes, please explain (This does not constitute an automatic bar to employment) _____

EDUCATION AND TRAINING:

<u>Name & Location</u>	<u>Years attended</u>	<u>Did you Graduate</u>	<u>Degree or Diploma</u>
High School			
Vocational			
Undergraduate			
Graduate			
Other			

Degree(s) received: Major area(s): _____

Minor(s): _____

Professional Certification/Licensure: _____

Date issued: _____ Effective until: _____

Special Skills:

List professional memberships, activities, training, or skills which would enhance your ability to perform the job for which you are applying.

Employment History - Start with most recent

Name of Employer _____

Employer's Address _____ Phone _____

Name of Supervisor _____

Date of Employment _____ to _____

Beginning Pay _____ Ending Pay _____

Position Title and Description of Duties: _____

Reason for Leaving: _____

Name of Employer _____

Employer's Address _____ Phone _____

Name of Supervisor _____

Date of Employment _____ to _____

Beginning Pay _____ Ending Pay _____

Position Title and Description of Duties: _____

Reason for Leaving: _____

Name of Employer _____

Employer's Address _____ Phone _____

Name of Supervisor _____

Date of Employment _____ to _____

Beginning Pay _____ Ending Pay _____

Position Title and Description of Duties: _____

Reason for Leaving: _____

MILITARY SERVICE:

Complete this section if you served in the armed forces

Branch of Service

Dates of Service

Describe duties you performed and special training: _____

REFERENCES:

Personal or Professional: (Not former Employers or Relatives)

Name and Occupation	Address	Phone Number
<hr/>		
<hr/>		
<hr/>		

Thank you for completing this application form and for your interest in employment with Dakota Milestones and Group Homes. We would like to assure you that your opportunity for employment will be based only on your merit and no other considerations.

“PLEASE READ CAREFULLY”

Applicant’s Certification and Agreement

I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigations of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and previous employers and any information they may have. I release parties from all liability for any damage that may result from furnishing the same to you.

I understand and acknowledge that the agency has a policy of maintaining a drug-free work place. I authorize, by signature below, the designated medical provider/and or laboratory to collect urine for drug testing, either at the time of hiring or at any time during my employment, to allow the agency to comply with federal or state law or company policy requiring a drug-free work place. I understand that if I decline to sign this form, do not report for drug testing as scheduled, or if a confirmed positive laboratory report is received that any offer for employment shall be withdrawn. I also understand that any offer of employment is contingent upon a qualifying criminal background check and a qualifying motor vehicle report.

Signature

Date