

Sunshine LLC HR Department Hiring Procedure

Sunshine LLC provides an opportunity for you to become a caregiver and to develop within an organization that has built its foundation on compassion, respect, and patience.

As a member of our staff you will become one of the finest Direct Care Professionals in the area. You will be educated, trained, and held to high standards of care. You will have a voice and an opportunity to be involved in our development and growth. We care for our client and also care for our Employees.

Please review the qualifications below. If you feel you can meet our standards, we welcome you to apply and look forward to having you as part of the Sunshine team.

All applicants must pass the following:

Step 1: Application and Interview

- Application screening
- Interview process

Step 2: Background

- Background checks
 - State criminal (BCII)
 - Federal criminal (FBI) **OR** Proof of Ohio residency for last five years
- Registry checks
 - Ohio Department of Health (ODH) Nurse/Aide
 - Ohio Department of Developmental Disabilities (ODODD) Abuse Registry
 - Federal Exclusions Registry
 - Federal Crime Watch Registry
 - System for Award Management (SAM) Registry
 - Federal Offender Search Registry
 - Annual RECHECK of all registries
- Personal reference checks
- Employment reference checks
- Ohio BMV Drivers Abstract (Three years)

Upon completion of steps 1 and 2 you may be given an offer for employment. This offer will be contingent on completing steps 3 and 4.

Step 3: Pre-hire training

- Initial (8) hours of Ohio Department of Developmental Disabilities Training
 - Incidents Adversely Affecting Health & Safety (MUI)
 - Rights of People with Developmental Disabilities
 - Overview of Developmental Disabilities
 - Due Process
 - Positive Culture Self Determination
 - Confidentiality
 - Principles of Waiver Services
 - Universal Precautions
- Current First Aid Certification
- Current CPR Certification

Step 4: Paperwork and Documentation

- Completion of all new hire paperwork
- Providing all necessary new hire documentation

After completing all your contingencies of hire you will then become part of our team and complete your training.

Step 5: Post-hire training

- Sunshine LLC Employment Orientation
- Sunshine LLC Care Philosophy
- Employee Handbook
- Standard Operating Procedures
- Documentation training
- Health Insurance Portability Accountability Act (HIPAA) training
- Behavioral and Crisis Intervention Training
- Individual Specific Training (IST)
 - Special needs review
 - ISP review
 - Medication administration (where needed)
- Delegated nursing training (where needed)

Continuing Education, Training, and Oversight

State of Ohio Requirements:

- 8 Hours of continuing education
- Annual drivers abstract
- ISP annual review and MUI annual training
- **Annual HIPAA training**
- **All certifications must be maintained based on their renewal requirements**
- **All employees subject to random drug screening**