

## Employment Application Oregon Mennonite Residential Services

This employer is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

### ***Incomplete applications will not be considered***

**Upon hire you must pass a criminal history check to continue employment with OMRS**

Last Name:	First Name:	Middle Initial:
Address:	Street	City State Zip
Telephone Number(s)		Social Security Number - -
Position applied for:		Date of application

	Yes	No
1. Have you ever been employed with OMRS before? If yes, which program:		
2. Can you perform the essential functions of the job(s) for which you are applying?		
3. Have you been convicted of any permanent crimes? (Listed on the Department of Human Services insert)		
4. Have you ever been excluded or prohibited from being paid with federal monies?		
5. Have you ever been found to have committed abuse?		
6. Are you prevented from becoming lawfully employed in this country because of Visa or Immigration status?		
<b>NOTE:</b> Conviction will not necessarily disqualify an applicant for employment.		

### Education

	Name and Address of School	Course of Study	Date Graduated	Diploma or Degree
High School				
Undergraduate College				
Graduate College				
Other (specify)				

### Yes No

1. Do you have current CPR Certification? (not required prior to employment, OMRS will train)			Expires:
2. Do you have current First Aid Certification? (not required prior to employment, OMRS will train)			Expires:
3. Do you have a valid Oregon Driver's License?			ODL #

### EMPLOYMENT HISTORY

Start with your present or most recent job, military service assignments, and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, handicap, or other protected status.

Employer	Dates employed From                      To		Job title/ description				
Address							
Telephone number	Supervisor's name:						
What did you like most about your job?							
What did you like least about your job?							
Reason for leaving:							

Employer	Dates employed From                      To		Job title/ description				
Address							
Telephone number	Supervisor's name:						
What did you like most about your job?							
What did you like least about your job?							
Reason for leaving:							

Employer	Dates employed From                      To		Job title/ description				
Address							
Telephone number	Supervisor's name:						
What did you like most about your job?							
What did you like least about your job?							
Reason for leaving:							

**PERSONAL REFERENCES (no relatives)**

Name Address	Phone number	Years known
Name Address		
Name Address		

What date will you be available to start work? \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you available to work (circle) Full-time Part-time On-call

What days are you willing to work? Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

What shifts are you willing to work? Day Swing Grave

In case of an emergency, contact:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask before signing.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

( ) Yes ( ) No

I will be responsible for familiarizing myself with all rules and regulations of the Employer as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the employer or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement signed by the Executive Director.

( ) Yes ( ) No

I also understand that no representative of OMRS has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement signed by the Executive Director.

( ) Yes ( ) No

I have read, understand and agree with the above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**Authorization for Previous Employers  
to Release Employment Information**

It is a goal of Oregon Mennonite Residential Services to hire the kind of people that you would want as coworkers – capable individuals who care about and respect the residents and the people with whom they work. To this end, we desire to gain helpful information about you from your previous employers.

You have the option of authorizing the release of general or limited information. Please read this form carefully and sign your name and date at the bottom of this page if you authorize release of information from your previous employers to OMRS. A signed reference consent is a requirement for consideration for employment at OMRS.

**I authorize my previous employers to release my employment information to Oregon Mennonite Residential Services.** This release covers my employment record in general, including information about the following areas:

**Please cross out any areas of information that you do not want released.**

1. dates of employment
2. rates of pay
3. positions held and duties performed
4. quality and quantity of my work
5. punctuality and attendance habits (excluding any absences related to workers' compensation, disability, or protected leaves of absence)
6. relationships with coworkers and supervisors'
7. work attitude
8. knowledge, skills, and abilities
9. reason for leaving and eligibility for rehire
10. other relevant information regarding my performance, suitability for employment sought, etc.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

July 2004

# OREGON MENNONITE RESIDENTIAL SERVICES

## JOB DESCRIPTION

### **TITLE: Direct Support Professional**

Direct Support Professionals are responsible for the on-going routines of the residential programs and are supervised by the Program Manager. Assistant Program Managers provide training and direction to the Direct Support Professionals. Direct Support Professionals are hourly employees and may be part-time or full-time.

### **QUALIFICATIONS:**

1. Must be at least 18 years of age
2. Must be accessible by phone or message device
3. Must be able to access reliable transportation for scheduled shifts
4. Must be able to communicate verbally and in writing with other staff members
5. Must be able to develop and maintain positive, cooperative, team oriented relationships with coworkers, supervisors, and other providers of services to OMRS residents
6. Must be able to lift 10 to 50 lbs
7. Must be physically able to perform the assigned tasks, including but not limited to the ability to safely move frequently during the work day, carry, lift, stand, sit, bend, reach, and kneel
8. Must be able to achieve and maintain the required level of Oregon Intervention System certification for the home in which the individual is to work
9. For certain positions, the individual must be able to qualify as a driver for company owned vehicles.

### **ESSENTIAL FUNCTIONS:**

1. Function cooperatively as a team member by reporting for and leaving work on time, demonstrating a positive attitude, communicating with co-workers in a professional and respectful manner, and attending and proactively participating in mandatory staff meetings.
2. Successfully complete all core competency trainings.
3. Complete daily shift assignments.
4. Be knowledgeable of and respond appropriately to mandatory abuse reporting requirements.
5. Pay careful attention to the Resident's Rights included in the OMRS Employee Handbook. Respect the individual rights of each resident and positively contribute to an environment that encourages and supports healthy social interactions.
6. Be familiar with and adhere to OMRS policies and procedures that apply to your responsibilities.
7. Assure that medications are administered as prescribed and that the Medication Administration Record (MAR) is accurately maintained in compliance with relevant OARs.
8. Provide support to the individuals in the home at the level each requires to meet his / her Individual Support Plan goals. Encourage as much independence and freedom as safety permits.
9. Follow safe lifting and transferring procedures, using appropriate equipment.
10. Alert co-workers of safety hazards, report such hazards to supervisor.
11. Take steps to minimize safety risks while performing job tasks.
12. Assure that nutritionally balanced meals are prepared and available to the residents during your hours of duty, in accordance with written menus and applicable physician's orders.
13. Support residents in successfully managing daily living skills. Assist with ADLs (Activities of Daily Living) as each resident's needs dictate.
14. Through your own actions, and by supporting your co-workers, assure that the health and safety of residents is maintained at all times.
15. Respect the privacy of the residents and your coworkers. Read and sign OMRS's Confidentiality Policy.
16. Communicate all essential information to other staff members.
17. Maintain inventories and shopping lists as necessary.
18. Participate in monthly Safety Committee meetings.
19. Participate in monthly Enrichment Team meetings.
20. Attend a minimum of 12 hours of in-service training annually and other training as assigned.
21. Have current CPR/FA training.
22. May be assigned or asked to help train other Direct Support Professionals.
23. May be asked to accompany residents to medical appointments. While at appointments, you will be required to communicate in a professional manner.
24. Perform other duties as assigned.



**DEPARTMENT OF HUMAN SERVICES**  
**Aging & People with Disabilities and Developmental Disabilities**  
**ORS 443.004/OAR 407-007-0275 Crimes**

Public funds may not be used to support, in whole or in part, the employment in any capacity of an individual having contact with a recipient of home health or in-home care agency services or support services, or contact with a resident of a residential facility or an adult foster home, who has any of the following convictions. **ORS 443.004/OAR 407-007-0275 impacts anyone with this type of employment hired on or after 7/28/2009, or changing positions on or after 7/28/2009.**

If the individual has been convicted of any of the crimes listed below (or **attempt, conspiracy, or solicitation** for any of the crimes), THE INDIVIDUAL IS NOT ELIGIBLE FOR THE POSITION and there are no hearing rights with BCU.

- **FIVE YEAR CRIMES:** Regarding care for Vulnerable individuals 65 years or older. If the individual is exclusively caring for individuals who are 65 years or older, the crimes in the list below in underlined italics make the individual ineligible for five years from the date of conviction [If the client is under 65, the crime is PERMANENT.]. Thereafter, the conviction would be considered a permanent review crime subject to a weighing test.
- **TEN YEAR CRIMES:** Certain Drug Crimes. If the individual has a conviction for delivery (selling) of drugs or manufacture (making) of drugs (or attempt, conspiracy, or solicitation for these types of crimes) in the past 10 years.
- **PERMANENT CRIMES:** The following crimes involve violence, harm to vulnerable individuals, serious theft, and sex crimes. A conviction of one of these crimes would make an individual permanently ineligible (unless as noted above in Five Year Crimes).

ORS 163.095, Aggravated murder  
ORS 163.115, Murder  
ORS 163.118, Manslaughter I  
ORS 163.125, Manslaughter II  
ORS 163.145, Criminally negligent homicide  
ORS 163.149, Aggravated vehicular homicide  
ORS 163.165, Assault III  
ORS 163.175, Assault II  
ORS 163.185, Assault I  
ORS 163.187, Strangulation  
ORS 163.200, Criminal mistreatment II  
ORS 163.205, Criminal mistreatment I  
ORS 163.225, Kidnapping II  
ORS 163.235, Kidnapping I  
ORS 163.263, Subjecting another person to involuntary servitude II  
ORS 163.264, Subjecting another person to involuntary servitude I  
ORS 163.266, Trafficking in persons  
ORS 163.275, Coercion  
ORS 163.355, Rape III  
ORS 163.365, Rape II  
ORS 163.375, Rape I  
ORS 163.385, Sodomy III  
ORS 163.395, Sodomy II  
ORS 163.405, Sodomy I  
ORS 163.408, Unlawful sexual penetration II  
ORS 163.411, Unlawful sexual penetration I  
ORS 163.415, Sexual abuse III  
ORS 163.425, Sexual abuse II  
ORS 163.427, Sexual abuse I  
ORS 163.432, Online sexual corruption of a child II, if the offender reasonably believed the child to be more than five years younger than the offender  
ORS 163.433, Online sexual corruption of a child I, if the offender reasonably believed the child to be more than five years younger than the offender  
ORS 163.435, Contributing to the sexual delinquency of a minor  
ORS 163.445, Sexual misconduct, if the offender is at least 18 years of age

ORS 163.465, Public indecency  
ORS 163.467, Private indecency  
ORS 163.525, Incest with a child victim  
ORS 163.535, Abandonment of a child  
ORS 163.537, Buying or selling a person under 18 years of age  
ORS 163.547, Child neglect I  
ORS 163.670, Using a child in display of sexually explicit conduct  
ORS 163.680, Paying for viewing a child's sexually explicit conduct  
ORS 163.684, Encouraging child sexual abuse I  
ORS 163.686, Encouraging child sexual abuse II  
ORS 163.687, Encouraging child sexual abuse III  
ORS 163.688, Possession of materials depicting sexually explicit conduct of a child I  
ORS 163.689, Possession of materials depicting sexually explicit conduct of a child II  
ORS 163.700, Invasion of personal privacy  
ORS 164.055, Theft I  
ORS 164.057, Aggravated theft I  
ORS 164.098, Organized retail theft  
ORS 164.125, Theft of services, if charged as a felony  
ORS 164.215, Burglary II  
ORS 164.225, Burglary I  
ORS 164.325, Arson I  
ORS 164.377, Computer crime, if charged with a felony  
ORS 164.405, Robbery II  
ORS 164.415, Robbery I  
ORS 165.013, Forgery I  
ORS 165.022, Criminal possession of a forged instrument I  
ORS 165.032, Criminal possession of a forgery device  
ORS 165.800, Identity theft  
ORS 165.803, Aggravated identity theft  
ORS 167.012, Promoting prostitution  
ORS 167.017, Compelling prostitution  
ORS 167.057, Luring a minor  
ORS 167.320, Animal abuse I  
ORS 167.322, Aggravated animal abuse I  
ORS 181.594, Sex crimes, including transporting child pornography into the state