



RENAISSANCE HOUSE INC.
RENAISSANCE COMMUNITY HOMES INC.
P.O. BOX 166
MILAN, MI 48160

EMPLOYMENT APPLICATION

We are an equal opportunity employer. It is the policy of this organization not to discriminate on the basis of race, sex, religion, national origin, marital status, age, weight, height, color or handicap, in the hiring, promotion, payment or discipline of employees.

If you are a person with a handicap, you may request any needed reasonable accommodation to participate in the application process or interview process. This request should be made in advance so that we can make an accommodation.

We will not discriminate against a person with a covered disability under the Americans with Disabilities Act in regard to employment practices, or terms, conditions, and privileges of employment.

NAME: _____ PHONE # (_____) _____

ADDRESS: _____ CITY _____ ZIP _____

Have you received a job description for all positions applied for? YES NO

Can you perform the duties of the job in which you wish to be employed, with or without accommodation? YES NO

We are licensed to provide adult foster care for 24 hours a day, 7 days a week, 52 weeks a year. Working any shift and overtime hours is expected for continued employment. Are you able to meet this requirement? YES NO

Renaissance Community Homes Inc. complies with Acts 26 – 29 of the Michigan Public Acts of 2006 which requires the obtainment of arraignment and criminal history information for all new employees. Obtainment of these records will include checking various federal and state registries to rule out offender status. These checks will also require fingerprinting for an FBI check. *Individuals who knowingly provide false information regarding identity, criminal convictions or substantiated findings of abuse or neglect could be guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$500, or both.*

Have you ever been convicted of a crime? YES NO

Do you have any felony charges pending against you? YES NO

[NOTE: Affirmative answers to these questions may not automatically preclude you from consideration for employment.] If yes, please explain.

Are you on a court-supervised probation or parole? YES NO. If yes, please explain.

Do you have (or have you had) a Certified Nursing Assistant License? Yes No If yes, License Number: _____
Failure to provide this number can be cause for dismissal

Do you have a valid Michigan Drivers License? YES NO

Are you a Probationary Driver? YES NO

Have you had a driver's license for at least 3 years? YES NO

If yes, How many moving violations have you had in the last three (3) years? _____

Have you ever been administratively determined by a federal, state or local governmental agency or Office of Recipient Rights to have committed abuse or neglect?

YES NO If yes, when, where and nature of the case.

Have charges ever been substantiated against you in a Department of Human Services adult foster care licensing investigation? YES NO

If yes, please explain. (Attach additional pages if necessary.)

Have charges ever been substantiated against you for abuse, neglect, exploitation, mishandling client funds or any other recipient rights violations in an investigation by:

Adult Foster Care Licensing YES NO

Adult Protective Services / Family Independence Agency YES NO

A local Community Mental Health Recipient Rights Office YES NO

Any other recipient rights office YES NO

If yes is answered to any of the above, please explain. (Attach additional pages if necessary.)

YOU MAY BE SELECTED FOR A DRUG SCREEN AS PART OF THE HIRING PROCESS. Renaissance Community Homes Inc. may choose to do drug testing on a random selection of applicants selected for hire, and anyone selected for hire that has a drug use history.

Have you ever been employed by this organization before? YES NO.

If yes, give dates employed, supervisor's name, worksite, and indicate if employed under a different name.

Please indicate the names of any relatives already employed by Renaissance House or Renaissance Community Homes Inc.:

In case of emergency, whom should we contact?

NAME _____

ADDRESS _____ STATE _____ ZIP _____

PHONE NO.(____) _____

EDUCATION

High School attended: _____ City/State: _____

Graduate: _____ or GED: _____

ADDITIONAL EDUCATION

SCHOOL/ADDRESS	DEGREE	MAJOR	G.P.A.

PERSONAL & PROFESSIONAL REFERENCES

NAME

ADDRESS

PHONE NUMBER

Personal Professional _____

Personal Professional _____

Personal Professional _____

Personal Professional _____

EXPERIENCE

List most recent employer first

EMPLOYER ADDRESS JOB TITLE DATES REASON LEFT PHONE NUMBER SUPERVISORS NAME

WHEN ARE YOU AVAILABLE FOR WORK?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Dayshift							
Afternoons							
Midnights							

All employees of Renaissance Community Homes Inc. may be scheduled for hours at any time. Renaissance Community Homes Inc. does not assure specific routine schedules or specific days off.

I hereby give you my permission to contact the above employers, references and education institutions to verify the items I listed above. I hereby release RENAISSANCE HOUSE INC./ RENAISSANCE COMMUNITY HOMES INC. and the above referenced organizations, reference persons and employers from all claims, liability and damages that may result from furnishing the information to you. I expressly and fully waive all written notice from all prior employers. I consent to releasing any information relating to my job performance which is documented in my personnel file. I also understand that because of the nature of my job and licensing requirements, I hereby consent to the release of this application or portions of this application to representatives of the Department of Human Services, Family Independence Agency, Department of Community Health, and local Community Mental Health agencies, or other application. I hereby release RENAISSANCE HOUSE INC./RENAISSANCE COMMUNITY HOMES INC. the Department of Human Services, Family Independence Agency, Department of Community Health, the local Community Mental Health agencies and other various governmental or private agencies from all claims, liability, and damages that may result from furnishing the information to you. I further specifically waive written notice and agree to the divulging of any disciplinary reports, letters of reprimand or other disciplinary action by all prior employers, and hereby release my prior employers from all claims, liability and damages that may result from furnishing the information to you.

SIGNATURE _____ DATE _____

I further understand that any dishonest, false or incomplete answers on this application or in subsequent interviews are grounds for or may result in immediate dismissal.

SIGNATURE _____ DATE _____

Direct Care Staff Job Description

General Summary

This position will be supervised by the Program Manager and Assistant. Manager and will:

- A. Facilitate the implementation of all in-house programming and safety procedures
- B. Monitor and assist residents in all areas of socialization.
- C. Facilitate the implementation of resident's individual treatment plan.

Description of Work

General Supervision:

- A. The Direct Care Staff are responsible for the safety and security of the home and residents 24 hours a day.
- B. Complete daily program goals, assisting residents in all areas necessary in the development of their treatment plan, for example:
 - 1) Monitor, supervise and assist residents with personal hygiene, proper attire and appearance.
 - 2) Maintain a clean and safe environment for the residents by following home specific cleaning lists and procedures.
 - 3) Encourage residents in all areas of their Daily Living Skills.
 - 4) Set up and administer medication as prescribed by doctors, following all medication passing procedures.
 - 5) Assist residents in developing positive living skills, using community resources, such as Public Transportation, Government Agencies, Libraries, etc.
 - 6) Always secure medications, sharps and cleaning supplies to insure safety of the residents.
 - 7) Assure transportation of residents to and from doctor appointments, activities, work programs, etc. in a safe and timely manner.

C. Provide consistent, ongoing care for the residents with co-workers by:

- 1) Attending all staff meetings, training's, in-services and working all schedules shifts.
- 2) Never leaving the home until properly relieved, following home specific policy.
- 3) Maintaining appropriate verbal and written communication with co-workers and supervisors regarding the resident's progress by providing complete, documentation in an accurate, honest and timely manner. This includes, but is not limited to - Behavioral data, progress notes, medication sheets, seizure charts, etc.
- 4) Maintaining a positive, appropriate and professional relationship with residents, co-workers and consultants, as you are setting the example for your home and represent the company.
- 5) Completing your homes training program and learning all residents individual treatment plan, to be effective in the ongoing training of new employees.
- 6) Learning all basic home procedures and policies including, but not limited to: grocery shopping, ordering medications and pick-up procedure, physician visits, home and van maintenance, paging systems, evacuation procedures, etc.
- 7) Advocating for the humane and dignified treatment of our residents, and following proper reporting procedures to protect their Recipient Rights

Clinical Support

- A. Report changes in behavioral, mental and physical health status to immediate supervisor.
- B. Assist new residents in establishing compliance with program guidelines and house rules.
- C. Document incident and accident reports using proper procedures.

I have read and understand the above job description.

Signature _____