BEACON
Specialized Living

Residential Direct Care Staff Level System
Level I

All New Hires (Including Re-hires):

- [x] Drug/Criminal and Vehicular
  Background Checks
  Interview-Hiring Approval

- [x] Orientation Training – all CMH and Module Training plus all internal trainings
  Passing Score on the Orientation Test (80% or higher)

- [x] Two full shifts – shadowing 12.5 hour shift (minimum)
  Complete Home Orientation Check sheet

- [x] Competency Evaluation

- [x] Complete Enhanced Staffing Training and submit passing score on test

- [ ] At least 30 days of continuous service in Level with a satisfactory or higher
  30-day evaluation (must not have any areas of improvement)

- [x] No active progressive actions (written/suspension)

- [x] DMA Training - DMA 7 in-services and evaluation
  Currently administers medications or subs in medication administration

- [x] Good attendance record e.g. no unexcused call offs, attendance to all mandatory
  meetings, trainings or has an excused absence

- [x] Displays honesty, integrity, trustworthiness.

- [x] Beginning understanding of Mission, Values, Goals.
  How to apply "I" Care Philosophy in daily work environment

- [x] Positive attitude and eagerness to learn more

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- [x] Making steady progress with required paperwork/adapts well to computer training
  Can follow through on tasks
  Able to self initiate, ask questions, take pride in this process and in their work
  Can take constructive criticism well
  Gaining respect and trust of Residents

- [x] Learning to work well with Residents
  Actively engaging in relationships with Residents
  Learning how to navigate productively through the daily system.

- [x] Good teachable spirit

- [x] Understands On-Call Procedures:
  [x] Medical [x] Clinical [x] Maintenance [x] Home

- [x] Progress with understanding identified policies/procedures
  e.g. Call off, uniform policy, switch fill; mandatory meetings, time and attendance, injury reporting, IR's and ER's, abuse and neglect, emergency shut offs, medication administration, OTC PRN protocol, personal cell phones, assignment of Residents, smoking policy; special diets; sharps, temperature logs, phone call etiquette, hand off communication, tour of facility, referral acknowledgment

- [x] Understands menu and food tracking process

- [x] Any substantiated recipient rights or licensing violations reviewed and discussed with VP of Operations and HR

- [x] Awareness of CPRT Team Meetings, Root Cause Analysis and Medication Non-Compliance Intervention Processes

- [x] Works well with other staff – good communication, takes direction, problem solves with peers, part of the solution/process, trust others, willingness to listen

- [x] Willing to take on additional responsibilities when requested

WAGE: $10.25 - $10.50

Each level will have an advancement evaluation, advancement competency test addressing objective and subjective elements, and recommendation by the site supervisor. Candidate must successfully pass the competency test and evaluation. Each candidate must pass a drug test/criminal/vehicular background check. Shift changes may be required.