



# APPLICATION FOR EMPLOYMENT

PLEASE PRINT & FILL OUT APPLICATION **COMPLETELY**, EQUAL OPPORTUNITY EMPLOYER **incomplete applications will NOT be considered**

## CONTACT INFORMATION:

Name _____	Today's Date _____
Telephone # (____) _____	Email _____
Mailing Address _____	
Social Security # _____	Driver's License # _____ - _____ - _____
Physical Address (if different address) _____	

## EMPLOYMENT DESIRED:

Position Applying For <input type="checkbox"/> Trainee <input type="checkbox"/> DSP <input type="checkbox"/> LPN <input type="checkbox"/> RN <input type="checkbox"/> QIDP <input type="checkbox"/> Maintenance <input type="checkbox"/> MAP CDS	
Available for <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Temporary	Are you available to work on weekends? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you available to work overtime if necessary? <input type="checkbox"/> YES <input type="checkbox"/> NO	Are you available to work evenings? <input type="checkbox"/> YES <input type="checkbox"/> NO
Are you available to work midnights? <input type="checkbox"/> YES <input type="checkbox"/> NO	What date would you be available to work? _____
<b>COUNTY PREFERRED:</b> <input type="checkbox"/> Union <input type="checkbox"/> Pulaski <input type="checkbox"/> Williamson	Salary Desired \$ _____

## EDUCATION, TRAINING, & EXPERIENCE

SCHOOLS	NAME & ADDRESS	# OF YEARS COMPLETED	COURSES OR MAJOR	DEGREES OR DIPLOMA
HIGH SCHOOL				
COLLEGE/ UNIVERSITY				
OTHER vocational, apprenticeship				

## PREVIOUS EMPLOYMENT (including Military)

<i>List your work experience, beginning with your most recent job. You must complete this section; do not write, "see resume".</i>		
Dates//Supervisor	Employer	Job Title & Duties
From:	Name	
To	Address	
Supervisor:	Telephone #	
	Reason for leaving	
From:	Name	
To	Address	
Supervisor:	Telephone #	
	Reason for leaving	
From:	Name	
To	Address	
Supervisor:	Telephone #	
	Reason for leaving	

May we contact the employers/agencies listed above? ☐ YES ☐ NO If no, please indicate which one(s) not to contact: \_\_\_\_\_

How many days were you absent from your last job? \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which make you feel especially suited to work at Chamness Care? (i.e. sign language, 1-on-1 care of a person with a disability, etc) ☐ YES ☐ NO

If yes, please explain: \_\_\_\_\_

## SOLVE THE PUZZLE:

1 2 3 4 5 6 7 8 9 10 circle the mistake.

**PERSONAL REFERENCES** (*list only persons **NOT** related to you*)

Name	Relationship	Address	Telephone	# of years acquainted
1.				
2.				
3.				

**PERSONAL INFORMATION & HISTORY**

*Chamness Care Management does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation or political activity*

1. Have you ever worked at Chamness Care before? If yes, when? \_\_\_\_\_
2. Do you know or are you related to any current or former employee? If yes, Who/how? \_\_\_\_\_
3. If hired, would you have reliable transportation to & from work? \_\_\_\_\_

4. Are you at least 16 years old? ☐ YES ☐ NO 5. Are you eligible to work in the United States? ☐ YES ☐ NO

6. Do you have an acceptable driving record? ☐ YES ☐ NO Explain if No: \_\_\_\_\_

7. Do you have **any limitations** on your ability to perform job related functions on the position for which you are applying? ☐ YES ☐ NO If yes, describe the conditions & nature of your work limitations (e.i. lifting, prescription or non-prescription drugs that may hamper your ability to drive or perform, emotional instability, etc) \_\_\_\_\_

8. This job can be physically demanding and requires lifting. Do you have the ability to lift at least 50lbs & carry it 10 feet? ☐ YES ☐ NO Are you willing to perform these tasks? ☐ YES ☐ NO

9. Chamness Care has a longstanding commitment of providing a safe and supportive environment. Alcohol and drug misuse poses a threat to the health and safety of our staff and those endowed to our care. Do you take prescription/nonprescription drugs that should be disclosed? *Chamness Care reserves the right to conduct reasonable suspicion drug testing.* Are you willing to submit to such a substance test? ☐ YES ☐ NO

10. If you are selected for an interview, you will be asked the following questions as part of the background check screening:

A.) Have you ever been convicted of a crime, excluding misdemeanors and summary offenses? \_\_\_\_\_

B.) Have you ever been convicted of any crime, misdemeanor, or felony, involving assault or abuse of another person or theft of any kind? \_\_\_\_\_

Due to state regulations, certain types of offenses disqualify an applicant from being eligible to work in a health care setting. A record of a non-disqualifying conviction will not be an absolute bar to employment.

C.) Have you ever been on the Health Care Worker Registry, Office of Inspector General (OIG) Sanctions or CANTs list? ☐ YES ☐ NO If yes, please explain \_\_\_\_\_

**APPLICANT STATEMENT**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the answers given to me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application, or on any document used to secure employment shall be grounds for rejection of the application or for immediate discharge if I am employed regardless of the time elapsed before discovery. I hereby authorize Chamness Care Management to thoroughly investigate my references work record, education, and other matters related to my suitability for employment further for former employer or agency where I work to disclose to Chamness Care any and all letters reports and other information related to my work records. In addition, I hereby release Chamness Care management, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demand or liabilities arising out of or in any way related to such investigation or disclosure. I consent to all background checks required by Chamness Care, DHS & Public Health including driving information records. In consideration of my employment, I agree to conform to the rules and standards of the agency and everything my employment & compensation can be terminated at will, with or without cause, with or without notice, at any time, either at my option or at the option of the agency. I also understand that all offers of employment are conditioned on the provision of satisfactory proof of an applicant identity and legal authority to work in the United States, as well as passing a medical examination. I have no lifting restrictions and am able to physically perform tasks to care for the Individuals served. I understand this application remains current for only 30 days. At that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application. I certify that I have read, fully understand and accept all terms of the foregoing applicant statement.

**DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Please bring the following when you return this application** (you will not be seriously considered without these items)

**Bring  
all  
document**

- ☐ Driver's license
- ☐ High school diploma or GED
- ☐ Social Security Card
- ☐ DSP Certificate (if certified)
- ☐ Any other certificates or applicable documents

**Return this application to:**  
**Chamness Care, Inc**  
**1955 Rt 146 East**  
**Anna, IL 62906**

Applicants do not write below this line: Intended for Chamness Care Management use only

**Interview:** ☐ YES ☐ NO **DATE** \_\_\_\_\_ **By:** \_\_\_\_\_

**DSP Certified?** ☐ YES ☐ NO **Cleared-on Registry?** ☐ YES ☐ NO

**Review & Sign attached job description & representative duties**

COO, HR, Application for Employment

7/2022

## DSP JOB DESCRIPTION



<b>TITLE</b>	<b>Direct Support Professional (DSP)</b>
<b>REPORTS TO</b>	RESIDENTIAL SERVICES DIRECTOR/ CILA HOUSE MANAGER
<b>CHAMNESS CARE MISSION</b>	
Equipping individuals & their families with the skills to thrive through providing solutions, resources, & support.	
<b>CHAMNESS CARE VISION</b>	
CC believes in a world of dignity, opportunity & inclusion for all people. We believe that people are capable of full participation in their community when provided the appropriate solutions, resources, & support.	
<b>CHAMNESS CARE VALUES</b>	
<b>RESPECT</b>	People should be treated with courtesy & respect in recognition of their dignity.
<b>CHOICE</b>	Individuals should make decisions & choices about their lives.
<b>SOLUTIONS</b>	Options, opportunities & solutions are the focus rather than problems.
<b>CREATIVITY</b>	Imagination & innovation create a rich, progressive environment.
<b>QUALITY</b>	Services should be excellent, resulting in meaningful impact.
<b>EXPERIENCE</b>	The opportunity to fail & succeed increases potential & experience.
<b>COMMUNITY</b>	Individuals should be active participants in their communities.
<b>INDEPENDENCE</b>	Give support, but don't rescue; Give assistance, but don't enable.
<b>RESPONSIBILITY</b>	Personal choices & appropriate behavior increases social opportunities.
<b>EMPLOYMENT</b>	Work is the first & preferred option for working age adults.

**SCOPE:** Direct Support Professionals (DSPs) work with individuals who have autism or other developmental disabilities in Chamness Care, Inc.'s 24 Hour CILA Program. DSPs assist individuals to become more integrated in their communities by maximizing the person's strengths, interests & abilities. The aim is for the person to direct their own activities that create a meaningful life including contributing to the community & developing relationships. Support may occur in a variety of settings & may include providing personal care, assistance with daily living activities, job coaching, teaching/developing skills, advocating with the individual, assisting in communication & self-expression, & ultimately supporting the individual in meeting his or her own goals.

### DUTIES & RESPONSIBILITIES:

1. Support people to achieve personal outcomes that characterize a high quality of life.
  - Listen carefully & communicate respectfully & clearly with the people you support.
  - Support people to choose, understand & learn new skills.
  - Understand, follow through, & document support plans, goals, activities, progress, etc.
  - Support people with daily living skills & personal support needs.
  - Facilitate activities that provide people with social capital & connections to the community.
  - Demonstrate fairness, exercise patience, understanding creativity & flexibility.
  - Assist people in planning & structuring activities.
  - Bring your own skills, strengths & interests to supporting peoples' activities.
  - Support people to exercise their rights & responsibilities in all areas of their lives.
2. Engage in respectful communication.
  - Use person-first or preferred language when appropriate.
  - Maintain confidentiality & support privacy at all times.
  - Talk with people & include them in discussions about their lives. Be honest, reliable, dependable, & professional
3. Support people to have optimal health & well-being.
  - Understand & follow supports for optimal health.

- Administer medications accurately & reliably.
- Monitor medical conditions thoroughly & consistently.
- Ensure that people are free from abuse, neglect & exploitation.
- Complete needed reporting & documentation.



4. Provide safeguards & appropriately support challenging situations.

- Follow any outlined financial supports.
- Support individuals with positive behavioral techniques to avoid challenging situations & promote respect & dignity.
- Be a safe & conscientious driver. Follow the rules of the road & company safety measures.
- Know the proper techniques & be able to respond to emergencies such as accidents, fires, tornados, or other situations

5. Positively represent Skills to Succeed.

- Uphold agency values.
- Understand & follow through with agency systems & protocols.
- Follow agency policies & procedures.
- Communicate positively & clearly with your supervisor & coworkers.
- Meet established timelines & deadlines.
- Maintain satisfactory attendance to work shifts, staff meetings & other assigned agency functions.
- Complete needed trainings by established deadlines.
- Complete duties assigned by supervisor or designee.

6. Hands on daily tasks

- Support adult individuals with daily activities such as shopping, laundry, money management and home care
- Assist individuals with grooming, bathing, toileting, and dressing as needed
- Assist with lifting, turning, moving, positioning, and transporting residents according to guidelines specific for each individual
- Assist with connectivity to others through various technology platforms (i.e. Zoom,)
- Assist with meal preparation or prepare meals
- Perform housekeeping duties, maintain household
- Monitor or administer medication administration to participants
- Drive adult individuals to activities, to and from work, and various errands (company provided vehicle)
- May provide mobility support to participants, which includes lifting or walking utilizing adaptive equipment
- Complete and submit reports, collect data
- Provide companionship to individuals
- Encourage attitudes and behaviors that foster community inclusion

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## EQUIPMENT OPERATION

Medical equipment (i.e. gait belt, leg braces, walkers, wheelchairs)

Communication devices (i.e. books, picture boards, hearing aids, sign language)

Transportation devises, (i.e. car/van, wheelchair lift, hoyer lift,)

Domestic appliances (i.e. stove, vacuum, microwave, dishwasher, lawn mower)

Treatments (i.e. Nebulizer, TED hose, CPap, oxygen, glucose monitoring, medication administration)

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## **PREFERRED QUALIFICATIONS & EDUCATION:**

- ☐ High school diploma or equivalent.
  - ☐ 18 years of age or older
  - ☐ Successful completion of a certified Direct Support Person as required by the IDHS.
  - ☐ Ability to pass criminal/registry background checks
  - ☐ A valid driver's license & reliable means to & from work
  - ☐ Ability to pass & maintain required trainings such as CPR/First Aid, Medication Administration & Positive Behavioral Support Training
  - ☐ Experience working with people with intellectual or other developmental disabilities.
  - ☐ Ability to relate positive image to participants, their families, support people & the community.
  - ☐ Ability to work cooperatively with peers & supervisor.
  - ☐ Good physical & mental health & stability.
  - ☐ Must function independently, demonstrate personal integrity and have the ability to work effectively with clients, administrative personnel, consultants, vendors and others
  - ☐ Possess stamina to spend much of the workday standing or moving around
- 



**WORKING CONDITIONS:** DSPs work in a changing environment that adjusts to the needs of the individuals in services. The environment may be fast-paced with interruptions, distractions & deadlines. DSPs need to be flexible & able to adjust to changing needs or activities. Depending on the needs of the individuals, the work can be physically demanding including transferring or supporting people with mobility needs, lifting or moving items up to 50 lbs, walking/standing for extended periods or providing support through CPR/First Aid, behavioral support, & other interventions. Site may have pets.

## **PHYSICAL REQUIREMENTS/ ESSENTIAL FUNCTIONS:**

Lifting & moving (e.g., adult service participants from wheelchair to bed) Lift a minimum of 50 lbs.

Pulling (e.g., van doors, wheelchairs into elevators, a person up in bed)

Pushing (e.g., wheelchairs, doors, carts)

Flexing (e.g., reaching) Bending & crouching

- Must be able to assist individuals in & out of the bed, car, bath, shower, etc.
  - Must be able to help individuals evacuate the house in an emergencies
  - Must be able to ease an individual to the floor during an episode or seizure
  - Must be able to assist in getting an individual up off the floor after a fall
  - Must be able to purchase, load & carry groceries into the homes & put away.
  - Must be able to push an individual in a wheelchair up the ramp
  - Must be able to drive individuals to & from appointments
  - Must maintain a valid Illinois driver's license
  - Must have a reliable means of transportation to & from work.
  - Must be able to operate vehicle lifts, Hoyer lifts & general office equipment & appliances
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## **REQUIRED TRAININGS:**

New Employee Orientation, Intro to Developmental Disabilities, CPR/First Aid, Positive Behavior Supports, Medication Administration, Abuse, Neglect & Exploitation, Blood Borne Pathogens, Person-Centered Planning, HIPAA/Privacy & Confidentiality, & any other assigned trainings. Must attend all mandatory trainings. Serve as a liaison to represent CC in the community

**EVALUATION CRITERIA MAY INCLUDE:**

Attendance & punctuality.

Ability to work with & complement team, RSD & COO goals.

Initiative & ability to assist with, at times lead activities for groups in program & community settings.

Attitude toward participants, families, staff, & supervising professionals.

**CHANGES IN JOB DESCRIPTION, JOB RESPONSIBILITIES, ETC.:**

Chamness Care reserves the right to make changes to job descriptions, job responsibilities & functions, employment practices, supervisory lines of authority, employment titles, at site assignment etc. as it deems necessary.

- **I have read & understand the position description as written. I also understand that this position may be updated to more accurately reflect the position.** I further understand that my employment is subject to random or reasonable suspicion drug testing. Refusal by me to take a requested drug test will be grounds for dismissal. Additionally, my employment is at-will and I thereby understand that my employment may be terminated at-will by the facility or myself at any time, with or without notice.

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**Employee Signature/Date**

*HR, Revised 7/2022*

