

Information for potential Direct Care Professionals

Thank you for applying to work for The Arc. The list below is intended to help keep you informed of the steps we take with your application as you continue the process of becoming a Direct Care Professional.

1. **The Arc of Southeast Iowa receives your application and immediately calls references.**
This process may be delayed if references phone numbers are not included or if your references do not respond in a timely manner.
2. **The Arc of Southeast Iowa calls to set up an interview.**
At the interview The Arc will ask several questions. Afterwards you will be asked to sign a background release and to provide a copy of your driver's license.
3. **The Arc checks criminal, driving, and abuse record histories.**
Only drivers with good records are allowed to transport our clients. If you are concerned about your criminal or driving history please discuss your history and the expectations of The Arc in these areas at or prior to the interview.
4. **If The Arc of Southeast Iowa decides that you are a good match for our clients' needs you will be required to provide The Arc with additional information before continuing the process. We will need:**
 - A second form of ID (Social Security card, Passport, or Birth Certificate)
 - The Declaration Page of your automobile insurance with at least the following limits:
 - 100/300 Bodily Injury
 - 100/300 for uninsured motorists
 - 100/300 for underinsured motorists
 - Proof of Infant/Child/Adult CPR/ First Aid (if already completed elsewhere)
 - Proof of Child and Dependent Adult Mandatory Reporting training (if already completed elsewhere)
 - Copy of High School Diploma or GED (if completed)
5. **The Arc of Southeast Iowa will call to schedule Mandatory Reporting Training and Orientation.**
Training for Child and Dependent Adult Mandatory Reporting is approximately **2 hours** in length. Orientation is approximately **3 hours** in length; both must be completed before providing services for The Arc of Southeast Iowa. Orientation training provides information related to our policies, documentation, and how to provide respite services. You will complete several employment forms (including tax forms) and need to bring a cancelled check for the direct deposit form. You will be paid for attending these trainings after providing your first hour of service.
6. **The Arc of Southeast Iowa's Quality Assurance department will review your entire file.**
If there are items missing from your file the Quality Assurance Department will ask you to provide the missing documentation. Once all documents are in your file you will meet

with your supervisor to review your schedule and client information related to the services you will be providing.

7. **Once you have reviewed your schedule, met with your supervisor and attended client intros, you may begin providing services.**
8. **Throughout your employment you will be asked to submit additional copies of required documentation.**

You are required to complete Infant/Child/Adult CPR/First Aid within the first 3 months of employment. You will also be asked to keep the following documents current in your file: Infant/Child/Adult CPR/First Aid, automobile insurance with at least the limits stated above, drivers license, and Child and Adult Dependent Mandatory Reporting training. Additional training may be required depending on what services you provide.

9. **Throughout your employment you will be asked to meet with your supervisor and attend mandatory meetings.**

Each Direct Care Professional is assigned a direct supervisor. You are expected to meet with your direct supervisor as requested to complete evaluations and receive further training. Failure to attend these meeting will affect your employment status. You must provide at least one hour of service every month.

I acknowledge that I have received a copy of
“Information for Potential Direct Care Professionals” on _____.

Potential Direct Care Professional

Staff of The Arc of Southeast Iowa

