



**Supplemental Application for Enhanced Respite Caregiver Position**

*CISS is an equal opportunity employer. The contents of this form are confidential and must be answered honestly and completely under penalty of perjury. Falsifying any of the information contained in this application shall serve as grounds for refusal to hire or immediate termination.*

*Please review the job description for Enhanced Respite Caregiver prior to submitting this application to ensure that you meet the position's minimum qualifications. If you are currently employed by CISS, please attach a current Respite Caregiver Preferences form to this supplemental application. If you are not currently employed by CISS, you must also submit a full application.*

**A. Contact Info**

Legal Name of Applicant: \_\_\_\_\_ Nickname: \_\_\_\_\_

Bilingual?  Yes  No If yes, what languages? \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Primary Phone = Home  OR Cell

If you currently work for CISS, how long have you been actively providing respite care? \_\_\_\_\_ years  N/A

How did you hear about the Enhanced Respite Program? \_\_\_\_\_

Who referred you? \_\_\_\_\_

If referred by a person, is he/she a  family using our services or a  current employee?

**B. Education:** Please check one of the following categories to be eligible for this position:

Bachelor's or Master's Degree in a related field + 6 mo. experience implementing behavior programs with children who have special needs

College Name: \_\_\_\_\_ City/State: \_\_\_\_\_

Type of Degree: \_\_\_\_\_ in \_\_\_\_\_ Year Achieved: \_\_\_\_\_

**OR** 2+ years of experience implementing behavior programs with children who have special needs

**C. Employment History:**

*Please list information about your past 10 years of employment listing the most current first (continue on separate page if necessary):*

Start Date	End Date	Company Name & Position Held	Supervisor's Name & Phone #	Full Time or Part Time

Were you implementing behavioral programs with children or adults with special needs in the above position?  YES  NO

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Were you implementing behavioral programs with children or adults with special needs in the above position?  YES  NO

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Were you implementing behavioral programs with children or adults with special needs in the above position?  YES  NO

**C. Related Training:** *If you have taken any of the specific trainings listed below, please complete each section*

Are you currently certified in CPR and First Aid\*?  Yes  No

Do you still have the cards?  Yes, class taken on \_\_\_\_\_  No, but I'll get them

\*CPR and First Aid Training are a pre-requisite (required) for all Respite Caregivers as required by Title 17 Regulations. All caregivers must have received this training prior to employment being finalized with CISS in the first 30 days.

Class Name	Date Last Taken	Who was the trainer? And which employer was this for?
Pro-ACT®		
CPI®		
Positive Behavioral Techniques		
Autism Certification (SELPA)		
Person-Centered Thinking		

**D. Statement of Interest:**

*As you know, the Enhanced Respite (ER) program of CISS supports the respite needs of families whose children are experiencing behavioral challenges. Please briefly answer the following questions in the space below. Why are you interested in working for the Enhanced Respite program of CISS? Why do you believe your experience and personality qualify you for this position?*

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I have completed this application honestly. If hired, I agree to the terms and conditions of employment stated herein.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**



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## **Job Description** **Enhanced Respite Caregiver**

### **Minimum Qualifications:**

- a. Bachelor's or Master's degree in Psychology, Education or a related field and 6 months of verifiable experience implementing behavioral supports with children/adults who have special needs **OR** has a minimum of 2 years of experience implementing behavioral supports with children/adults with special needs
- b. Is at least eighteen (18) years old, and is eligible to work in the U.S. Provides at least two positive professional references and one personal reference that can verify related experience
- c. Can speak and write fluently in English; bilingual English/Spanish preferred
- d. Passes DOJ live scan fingerprinting, nationwide criminal record search and county misdemeanor and felony criminal record searches (including no D.U.I. convictions within the past seven years), with no convictions of a violent, sexual, fiduciary, reckless driving, DUI/DWI, or illegal drug possession nature
- e. Holds current CPR and First Aid training (online classes not valid)
- f. Maintains current certification in all required trainings and regularly attends required/requested meetings and supervision appointments
- g. Timely and accurately meets all record keeping requirements for the program
- h. Can safely lift a minimum of 50 lbs. and is physically capable of performing the tasks associated with each assignment accepted
- i. Maintains a valid driver's license and reliable method of transportation. Must maintain auto insurance minimum liability coverage of \$100,000/\$300,000 naming the employee, if submitting for mileage reimbursement (Note: company policy prohibits drivers under age 21 from transporting others.)

### **Job Duties:**

Responsible for all job duties in the general Respite Caregiver Job Description and will follow all policies and procedures in the CISS Employee Handbook.

In the Enhanced Respite (ER) program, the ER Caregiver agrees to timely and effectively implement the approved behavioral program for the person receiving care. Training will be provided to the ER Caregiver by the family, the CISS Behavioral Consultant, and/or by the behavioral agency responsible for creating, implementing and overseeing the behavioral plan. The ER Caregiver is expected to work collaboratively with all individuals and other agencies working with the child and family.

Behavioral data must be logged accurately and timely on agency forms and submitted complete and on time to the agency, as a condition of continued employment in the program. Only those submitted complete and timely will be paid. Timesheets are due every two (2) weeks with accompanying Parental Verification forms.

**Work Hours:** Position is part-time, variable hour, non-exempt. Work assignments and duties are directed by CISS, but scheduling is determined between the family and the CISS employee up to the authorized amount. Work is not guaranteed and employees are required to report their availability each week to the office to request additional work.

**Wage:** Starting wage \$16/hr. dependent upon experience. Mileage reimbursement available.

**Direct Reports:** None. Reports to the CEO or her designee

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Signature