

OPPORTUNITY FOUNDATION, INC.

EMPLOYEE EXPECTATIONS

Being an employee of Opportunity Foundation requires maintaining a philosophy that people can continue to learn and grow, despite any disability. It involves looking at people as people first, and as adults, rather than as "the disabled," or "special" people. Although the agency serves people who have developmental disabilities, it maintains people can achieve as much independence as possible if given the right type of supports. Employees are expected to teach someone to do for themselves rather than have someone do for them.

Duties of an employee vary, although all employees are expected to show concern for and assist as necessary all people served and not just those an employee is assigned to work with.

Some of the duties include:

- Assisting people as needed with personal care skills. This can involve physically assisting in areas such as toileting, bathing, menstrual care, and all other areas involved in the personal care process.
- Showing interest in the appearance of the person, and in effect, how they are seen by others such as community members. This involves looking at how people at the age of the individual look, e.g., what type of clothing is appropriate and stylish, hair styles and make up that are flattering, cleanliness, etc.
- Striving to integrate people into the community. This involves looking at what other people the same age do for recreation and leisure, and taking people into the community so they may participate in the same type of activities with other people their age.
- Working with people in areas such as planning, preparing, and shopping for meals, maintaining a home, managing money, structuring time to meet routine and non-routine commitments, taking responsibility for their medical needs, improving work skills to enhance their employability, etc.
- Being patient with people who may not express their anger or frustration in acceptable ways, e.g., people who may be physically or verbally aggressive toward others. This involves the teaching of more acceptable ways to vent anger or frustration, and communicating concerns and ideas with other co-workers and supervisors involved. This may also involve the stringent following of programs set up by the agency's psychologist or program coordinator's programs designed to help address the unacceptable behavior. It requires employees who do not take their own feelings of frustration out on people displaying such behavior.
- Respecting the rights of people served. This involves treating people with respect at all times, allowing them to express themselves, to make choices, and to acknowledge that people who are developmentally disabled have the same emotions as other people, i.e., they feel happy, sad, frustrated, have sexual needs, etc. It involves respecting individuality, and not condemning the actions of those served, merely because they are ones the employee does not agree with.

- Being neat (legible), efficient, and thorough in addressing the paperwork aspects of the job. This involves the implementation and documentation of a vast number of programs required in the job, e.g., training programs of persons served, reporting problems, and unusual incidents to necessary person, etc.
- Completing training requirements in a timely manner designed to enhance employee education in the field of developmental disabilities. This involves attending classes set up, being tested on what is taught in the classes, and putting ideas and techniques taught in effect in one's work.
- Following all other employee rules and agency policies.

APPLICATION FOR EMPLOYMENT WITH OPPORTUNITY FOUNDATION

Name _____ SSN _____

Present Address _____
Address/Box City State Zip Code

Permanent Address _____
Address/Box City State Zip Code

Phone # _____ Message# _____ Drivers License? Yes ___ No ___ Class _____

In case of emergency notify _____
Name Phone# Relationship

Type of work sought (be specific) _____ Are you 18 years or older? Yes ___ No ___

Date you can start _____ Salary or wage expected _____

Hours available: Please fill in time you are available for work each day.

	Sun	Mon	Tues	Wed	Thur	Fri	Sat
From							
To							

Circle if you are willing to accept: Full time Shift Work Permanent Temporary Seasonal

Special skills/abilities/certificates/license(s)/equipment operated: _____

Circle highest grade completed: 7 8 9 10 11 12 13 14 15 16 17 18

Date of GED or High School Graduation: _____

Name of School	Course of Study	Degree, Certificate, Occupational License and Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____

Subjects of special study or research work: _____

List any other qualifications which should be considered: _____

Describe any physical or mental disability that would require reasonable accommodation on the job: _____

Are you a veteran? ___ Yes ___ No Branch: _____
 Date of Service: From _____ To _____
 Have you ever been convicted of a felony? ___ Yes ___ No If yes, please explain _____

(conviction will not necessarily disqualify applicant from employment)

Are you presently employed? ___Yes ___No If yes, may we contact your present employer? ___ Yes ___No

Have you previously been employed with Opportunity Foundation? ___Yes ___No

PLEASE COMPLETE THE WORK HISTORY SECTION STARTING WITH YOUR PRESENT OR MOST RECENT JOB FIRST.

A. Company _____ City _____ State _____
Job Title _____ What did you do? _____
Equipment Operated _____

Date Started	Date Ended	Gross Pay	Per	Reason for leaving
__/__/__ - __/__/__		\$ _____	___Hr ___Week	___Layoff ___Fired
Mo Day Yr	Mo Day Yr		___Day ___Month	___Quit ___Still employed
			___Other ___Yr	___Other

B. Company _____ City _____ State _____
Job Title _____ What did you do? _____
Equipment Operated _____

Date Started	Date Ended	Gross Pay	Per	Reason for leaving
__/__/__ - __/__/__		\$ _____	___Hr ___Week	___Layoff ___Fired
Mo Day Yr	Mo Day Yr		___Day ___Month	___Quit ___Still employed
			___Other ___Yr	___Other

C. Company _____ City _____ State _____
Job Title _____ What did you do? _____
Equipment Operated _____

Date Started	Date Ended	Gross Pay	Per	Reason for leaving
__/__/__ - __/__/__		\$ _____	___Hr ___Week	___Layoff ___Fired
Mo Day Yr	Mo Day Yr		___Day ___Month	___Quit ___Still employed
			___Other ___Yr	___Other

Please summarize any other work history you may have: _____

REFERENCES: Please list below three individuals who are not related to you and are not previous employers.

In a short paragraph explain why you would like to work for Opportunity Foundation, Inc.

Has a current employee of Opportunity Foundation referred you for employment? If so, who _____

APPLICANTS STATEMENT

I understand any employment by this facility will be on a six month probationary basis. If employed by Opportunity Foundation I agree to abide by its rules and regulations. The above information is complete and true to the best of my knowledge. I understand any discovery of misrepresentation or omission of facts herein will cause for immediate dismissal. I authorize this facility to contact any and/or all of my references for full information regarding my past performance and character. I also authorize Opportunity Foundation, Inc. to complete any necessary criminal background including the Child Abuse and Neglect Registry. I agree to take a physical examination at any time at the request of this facility and agree that the examining physician may disclose the findings to this facility or an authorized agent of this facility. I further understand as a condition of employment I will be required to submit to a drug test according to Opportunity Foundation's standards and if my drug test results are unsatisfactory I will no longer be employed by Opportunity Foundation.

Applicants Signature

Date

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Interviewed by _____ Date _____ Hired _____ Yes _____ No

Position _____ Salary _____ Date Starting _____

Interviewer Comments
