



How to become an Employee (Provider) with Fostering Hope LLC

Provider Requirements:

- You must be 18 years or over and have at least 3 months related care giving experience
- You must agree to provide services as an employee
- Must be able to physically assist consumers (i.e. lift, transfer, etc.) when needed
- As an employee, you must be able to work with minimum supervision
- Must be able to work flexible schedules when required

Employment Process:

- Complete an Employee Application
- Application is reviewed, if all requirements are met, an HCBS Coordinator will contact you to schedule an interview

The following documentation is required when contacted for an interview:

- Current AZ Driver License or State Identification card
- 3 Professional References (please find forms attached)
- CPR and First Aid certifications
- Article 9 certification
- Level 1 Fingerprint Clearance Card (if a card is not available, we will provide you with documentation for completion). Employees are responsible for the processing fee established by the Department of Public Safety.
- 39-month Motor Vehicle Record (if consumer transportation is required)

Training:

The following training must be completed *PRIOR* to engaging into a contract with Fostering Hope LLC. Training is available at a reduced cost to you. Please find attached the list of training:

- Fostering Hope Orientation
- CPR* (Infant, Child, and Adult)
- First Aid*
- Article 9*
- Direct Care Workers (DCW)

*Training is required if you are not currently certified.

- Upon completion of the required documentation *and* training, you and an HCBS Coordinator will meet to complete a New Employment Packet. You may begin to provide services upon *receiving clearance* from an HCBS Coordinator.

Thank you for your interest in Fostering Hope LLC!