



## 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 client's (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 and submit 3 References
- Once your Application is reviewed, if all requirements are met, an HCBS Manager 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
- DCW Level 1 &2
- 6 Hour Training
- Prevention and Support
- Level 1 Fingerprint Clearance Card (if a card is not available, we will provide you with a link for completion). Employees are responsible for the processing fee established by the Department of Public Safety.
- 39-month Motor Vehicle Record (if client transportation is required)

### Training:

The following training must be completed *PRIOR* to engaging into employment with Fostering Hope LLC. Training is available if needed. Please find attached the list of training:

- CPR\* (Infant, Child, and Adult)
- First Aid\*
- Article 9\*
- Direct Care Workers (DCW) Level 1&2
- 6 Hour Training
- Prevention and Support

\*Training is required if you are not currently certified.

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

***Thank you for your interest in Fostering Hope LLC!***