

## Employment Qualifications

To qualify for employment at JonBec Care, Inc. you must meet the following requirements:

- Be at least 18 years old
- Have CPR and First Aid certification (online certification programs will NOT be accepted)
- Be able to pass a medical examination, PPD/TB test, and drug screen
- Receive background clearance via live scan fingerprinting (see “Criminal Background Clearance Process” information sheet)
- Must be able to attend mandatory training meetings held in our corporate office between the hours of 8:00am – 4:30pm Monday through Friday.
- Complete an Employment Application in full – *applications that are incomplete will not be considered*

**Those who are applying for a Direct Care Staff position should be aware of the following:**

### **Rate of Pay**

- Starting rate of pay for Direct Care Staff is \$8.21 per hour
- Starting rate of pay for those who have CNA or Medical Assistant certification is \$8.50 per hour.

### **Work Schedules**

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. An immediate change in the schedule may be necessary in emergencies due to the nature of our business. Sometimes these changes are short notice. When this happens you will be called by your supervisor. If you are informed of the change and know that you are to work you will be held responsible for the rescheduled time.

The facilities operate 24 hours a day, 7 days a week. In most instances we cannot cater to a special schedule request and the most desirable applicants will be the most flexible. Days off will vary from week to week and may not be the same day each week.

The shifts that we staff are as follows (these shifts can vary from facility to facility and are subject to change):

- **NOC shift:** 12:00am – 8:00am  
This schedule is two nights working followed by two nights off and continues this way.
- **AM shift:** 5:30am – 10:00am  
This is a part-time shift of 22.5 hours per week, Monday – Friday only (no weekends)
- **PM Weekday/Weekend shift:** Weekday shift 1:00pm – 9:00pm and 3:30pm – 12:00am plus weekends (*there are no weekday-only PM shifts: all PM staff are required to work one of the following shifts on the weekends*).  
Weekend shift (*covered by the PM shift, there are no weekend-only daytime shifts*):  
7:00am – 2:30pm; 8:00am – 4:00pm; 2:30pm – 9:00pm; 4:00pm – 12:00am

## **Form I-9 Explained**

All U.S. employers must complete and retain a Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, the employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and relate to the individual and record the document information on the Form I-9.

Below is a list of acceptable documents. These documents DO NOT need to be turned in with your application and this list is only for your reference. If you are hired for a position you would need to be able to produce the documents, of your choice, from the list.

There are three lists of documents for you to choose from. List A documents prove both your Identity and your employment authorization (example: Unexpired US Passport) and if you choose a document from List A you do not need to provide a document from List B or List C. The documents in List B only establish your identity (example: Driver's License) and need to be submitted with something from List C which establishes your employment authorization (example: Social Security Card). All documents must be unexpired.

Again, please DO NOT submit these documents until you are asked to by the Human Resource Director at the time of hire.

### **List A (Documents that establish both identity and employment eligibility)**

- United States Passport
- Permanent Resident Card or Alien Registration Receipt Card (I-551)
- Temporary Resident Card (I-688)
- Employment Authorization Document that contains a photograph (I-766)
- Foreign Passport with temporary I-551 stamp
- For aliens authorized to work only for a specific employer, foreign passport with Form I-94 authorizing employment with this employer
- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A

### **List B (Documents that establish identity only)**

- Driver's license issued by a state or outlying possession provided it contains a photograph or information such as name, date of birth, gender, height, eye color, address
- ID card issued by a state or outlying possession provided it contains a photograph or information such as name, date of birth, gender, height, eye color, address
- School ID card with a photograph
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID Card
- US Coast Guard Merchant Mariner Card
- Native American tribal document
- Canadian driver's license issued by a Canadian government authority

### **List C (Documents that establish employment eligibility only)**

- Social Security account number card without employment restrictions
- Certification of Birth Abroad issued by the Department of State (Form FS-545)
- Certification of Report of Birth issued by the Department of State (Form DS-1350)
- Original or certified copy of a birth certificate with an official seal issued by a state or local government agency
- Certification of Birth Abroad
- US Citizen ID Card
- Native American tribal document
- Employment authorization document issued by the Department of Homeland Security

## Criminal Background Clearance Process

Live Scan technology electronically transmits fingerprints directly to the Department of Justice (DOJ). DOJ sends fingerprint results for employees of Intermediate Care Facilities for the Developmentally Disabled and Adult Day Health Care facilities.

### Disqualifying Penal Code Sections

**The law prohibits employment of any applicants who have been convicted of any of the penal codes listed. All applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance.**

Applicants with convictions on this list **MAY** be reconsidered only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions

#### Section

- 187 Murder
- 192(a) Manslaughter, Voluntary
- 203 Mayhem
- 205 Aggravated Mayhem
- 206 Torture
- 207 Kidnapping
- 209 Kidnapping for ransom, reward, or extortion or robbery
- 210 Extortion by posing as kidnapper
- 210.5 False imprisonment
- 211 Robbery (Includes degrees in 212.5 (a) and (b))
- 220 Assault with intent to commit mayhem, rape, sodomy, oral copulation
- 222 Administering stupefying drugs to assist in commission of a felony
- 243.4 Sexual battery (Includes degrees (a) - (d))
- 245 Assault with deadly weapon, all inclusive
- 261 Rape (Includes degrees (a)-(c))
- 262 Rape of spouse (Includes degrees (a)-(e))
- 264.1 Rape or penetration of genital or anal openings by foreign object
- 265 Abduction for marriage or defilement
- 266 Inveiglement or enticement of female under 18
- 266a Taking person without will or by misrepresentation for prostitution
- 266b Taking person by force
- 266c Sexual act by fear
- 266d Receiving money to place person in cohabitation
- 266e Placing a person for prostitution against will
- 266f Selling a person
- 266g Prostitution of wife by force
- 266h Pimping
- 266i Pandering
- 266j Placing child under 16 for lewd act
- 266k Felony enhancement for pimping/pandering
- 267 Abduction of person under 18 for purposes of prostitution
- 273a Willful harm or injury to a child; (Includes degrees (a)-(c))

273d Corporal punishment/injury to a child (Includes degrees (a)-(c))  
273.5 Willful infliction of corporal injury (Includes (a)-(h))  
285 Incest  
286(c) Sodomy with person under 14 years against will  
(d) Voluntarily acting in concert with or aiding and abetting in act of sodomy against will  
(f) Sodomy with unconscious victim  
(g) Sodomy with victim with mental disorder or developmental or physical disability 288 Lewd or lascivious acts with child under age of 14  
288a(c) Oral copulation with person under 14 years against will  
(d) Voluntarily acting in concert with or aiding and abetting  
(f) Oral copulation with unconscious victim  
(g) Oral copulation with victim with mental disorder or developmental or physical disability  
288.5 Continuous sexual abuse of a child (Includes degree (a))  
289 Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))  
289.5 Rape and sodomy (Includes degrees (a) and (b))  
368 Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))  
451 Arson (Includes degrees (a)-(e))  
459 Burglary (Includes degrees in 460 (a) and (b))  
470 Forgery (Includes (a)-(e))  
475 Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes (a)-(c))  
484 Theft  
484b Intent to commit theft by fraud  
484d-j Theft of access card, forgery of access card, unlawful use of access card  
487 Grand theft (Includes degrees (a)-(d))  
488 Petty theft  
496 Receiving stolen property (Includes (a)-(c))  
503 Embezzlement  
518 Extortion  
666 Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property