

*Thank you for your interest in pursuing becoming an employee as a Family Mentoring Coordinator with Community Support Services, Inc. Please carefully review the information below that provides an overview of our applicant screening process.*

*Community Support Services, Inc. utilizes numerous criteria in selecting Family Mentoring Coordinators that we desire to enter into an employment agreement. Please consider the following:*

1. Each potential Family Mentoring Coordinator candidate must complete our interview process.
2. Upon completion of a successful interview (one that passes the interview team criteria), a variety of background screenings will be conducted which must pass our criteria.
3. Applicants must possess a High School diploma or GED.

*If you are selected as an Employee to perform Family Mentoring Coordinator services, the following must be submitted to our office before entering into a contractual agreement:*

1. Have a safe and reliable vehicle with proof of current vehicle insurance and registration, as required by state law for personally owned vehicles or vehicles being utilized by the Family Caregiver.

*If you are selected as an Employee to perform Family Mentoring Coordinator services, you must:*

1. Understand the value of and contribute to the progression of their family member as they learn, grow, experience, and enjoy life.
2. Embrace and carry out the agency's philosophy of Outcome Based Services by observing, listening, and following through on what will make an individual's life a quality life.
3. Represent and deliver services that are satisfactory to your family member, Interdisciplinary Team members, and internal team members which consistently results in overall customer satisfaction at all times.
4. Provide natural support services to your family member residing in your home in addition to designated paid support hours.
5. Employ a team player attitude and approach in service delivery. Maintain open and consistent communication with the agency, its representatives and Interdisciplinary Team members.
6. Reside in a home which continuously meets or exceeds HUD standards. Promptly follow-up on any home maintenance needs or requests.
7. Be open and flexible to monitoring services, both announced and unannounced, conducted by Community Support Services, Inc., Community Center Boards, Division for Intellectual and Developmental Disabilities and the Colorado Department of Health Care Policy and Financing.
8. Adhere to the Division for Intellectual and Developmental Disabilities and the Colorado Department of Health Care Policy and Financing rules and regulations and Community Support Services, Inc., policies and procedures at all times.
9. Must successfully complete and keep up to date, all training requirements.

10. Possess a sincere desire and commitment to support people with developmental disabilities in working towards and obtaining their desired outcomes in life.

\*We recommend keeping a copy of this document for future reference.

