

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

Community Support Services uses progressive steps in the application processes. Each step is dependent on the success of the previous step determined by our internal quality standards and practices.

- 1. Application is received and reviewed.*
- 2. Interview is scheduled and conducted.*
- 3. Background Screening is conducted.*
- 4. Background Screening for anyone residing in the home 18 years old or older. (social security number trace, criminal history, and sex offender registry. We will also obtain a motor vehicle record if the applicant intends on having this person considered for respite.*

If you are selected as an Independent Contractor to perform Family Care Giver 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 Care Giver.*
- 2. Proof of current renter's or homeowner's insurance for the home where family care giver services will be performed.*
- 3. Proof of current Professional/General Liability Insurance (that meets State guidelines and Community Center Board Contract Stipulations) covering you as a Family Care Giver.*
- 4. Proof of a registered business Trade Name with the Colorado Secretary of State.*
- 5. Submit to a formal HUD inspection of the home where services will be performed. The Family Care Giver must supply the necessary safety equipment and ensure the overall safety of the home premises.*

If you are selected as a Family Care Giver you must:

1. Understand the value of and contribute to the progression of your family member as the/she 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 your family members 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 24 hour services or (according to Service Plan Document) to the your family member residing in your home. Typically, the person will maintain a job or vocational program for a portion of the day or week.
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. Guarantee that no more than two people receiving services reside in the family care giver home, with the exception of approved temporary respite services according to the State rules and regulations.
7. Obtain a checking account in your Trade Name and maintain income and expense records related to your business.
8. Identify and ensure respite services and supports to the person receiving services are provided only by agency approved respite services or family members. Coordination of respite arrangements and payments are the responsibility of the Family Care Giver Business.
9. Reside in a home which continuously meets or exceeds HUD standards. Promptly follow-up on any home maintenance needs or requests.
10. Be open and flexible to monitoring services, both announced and unannounced, conducted by Community Support Services, Inc., Community Centered Boards, and State monitoring entities.
11. Adhere to Colorado State Rules and Regulations and Community Support Services, Inc., policies and procedures.
12. Must successfully complete all identified training requirements.
13. Possess a sincere desire and commitment to support your family member in working towards and obtaining their desired outcomes in life.

When the application is complete, return it to the following
address: 14292 E. Evans Ave.
Aurora, CO
80014 Attn: HR
Department

Fax: 720-870-3743

**COMPLETION OF THIS APPLICATION PACKET AND BACKGROUND SCREENING
DOES NOT GUARANTEE, IMPLY OR CONTRACT YOU AS A FAMILY CARE GIVER.**