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Hyattsville, MD 20783  
Phone: 240 825-3153 Fax: 240 825- 3154

## Job Overview

Company: Elites Care, LLC.

Industry: Developmental Disability Services

Job Type: Full-Time/Part-Time/PRN

Job Category: Entry/Mid Level

Minimum Education: High School

Minimum Experience: 1 year (Added Advantage)

## Required Skills:

- ✓ Knowledge of local communities and their activities
- ✓ Capable of working responsibly with highly confidential information
- ✓ Must be able to work as part of a team as well as independently
- ✓ Ability to carry out programs with creativity and initiative
- ✓ Must be flexible and organized
- ✓ Maintain good judgment when faced with an unexpected or disturbing turn of events

## Company Overview

Elites Care, LLC is a family owned business in the District of Columbia that provides residential services to persons with disabilities within the framework of the Human Care Agreement. We are Medicaid certified and coordinate numerous aspects of our residents' care. Elites Care offers a full range of healthcare services through a large network of medical professionals and compassionate support staff who work with the residents to ensure a fulfillment of their potentials.

## Philosophy of Service

This job carries with it the obligation to respect the dignity and recognize the potential for growth of every person who receives or provides services and supports, to advocate for the rights of people we support to pursue their own vision, and to be responsible stewards of our human and financial resources in order to create an environment committed to quality. A commitment to the Elites Care's values should be demonstrated as job duties are performed.

## Vacancy Announcement: Direct Support Professional (DSP)

**Job Description:** The duties of the Direct Support Staff involve providing support and training to persons with mental retardation and additional developmental disabilities to include emotional and physical support and monitoring/development of life skills.

Empower persons to increase independence and participation in community life. The House Manager and /or Site Manager provide direction. The Site Manager will direct work performance.

**Job Duties and Responsibilities:** DSP will be assigned to a particular person(s), performing (but not limited to) the following tasks:

- Monitors person's comfort and safety, while ensuring that the medical, nutritional and personal care needs are being met.
- Supports person to identify and achieve personal outcomes important and relevant to them.
- Communicates person's progress to team members, supervisors, parents and/or guardians as appropriate on a regular basis
- Maintains effective verbal and written communications with staff, persons' families, and other outside service providers
- Interacts with persons in an emotionally supportive and therapeutic manner
- Practices effective techniques for reinforcing appropriate person behavior
- Maintains medical, social and programmatic files by writing progress notes and documenting other required information
- Provides transportation
- Assists person to integrate into the community by accompanying them to social and spiritual activities of their choice
- Assists (alongside person) in menu plans and food purchase. Prepares and serves well-balanced wholesome meals and snacks
- Assists person with general housekeeping and laundry duties
- Attends in-service trainings as advised by the QMRP/Director
- Promotes a positive self-image of each person
- *Performs all other duties as assigned by the House Manager/QMRP.*

## Job Requirements/Qualifications and Certifications:

- 18 years or older
- High School Diploma
- Driver's License and Reliable Transportation
- Proof of Hepatitis B Vaccine
- PPD/Chest x-ray and Physicals
- TME (If Applicable)
- American Red Cross Standard First Aid Certification
- Cardio-Pulmonary Resuscitation (CPR) Certification



## APPLICATION FOR EMPLOYMENT

### GENERAL INFORMATION

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_ Phone # 1: \_\_\_\_\_ Phone # 2: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are you authorized to work in the U.S.?  Yes  No  
(Proof of citizenship or immigration status will be required upon employment.)

Position (s) applied for: \_\_\_\_\_

Check the employment type(s) and shift(s) that best suit your schedule below:

- Full-Time Employment     Part-Time Employment     Impromptu  
 Morning     Evening     Overnight     Weekdays     Weekends     Doubles

How did you hear of this opening? (If referred by current employee, please print name): \_\_\_\_\_

When can you be available to start work? \_\_\_\_\_

Some positions may require driving. Do you have a valid Driver's License?  Yes  No

Are there any conditions which would limit you from performing the essential functions of the position(s) you are applying for?  Yes  No (If yes, please explain. Use extra paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a felony within the last seven years?  Yes  No  
(If yes, please explain. Use extra paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **EEOC Race/Ethnic Identification:**

(Complete this section only if you choose to do so)

- White     Black (Non-Hispanic)     Hispanic  
 Asian or Pacific Islander     American Indian or Alaskan Native

**EDUCATION**

<b>School Name and Location</b>	<b>Year</b>	<b>Major</b>	<b>Degree</b>
High School _____ _____	_____	_____	_____
College _____ _____	_____	_____	_____
Post College _____ _____	_____	_____	_____

In addition to your work history, do you have any other skills, qualifications, experiences, trainings or certifications that we should consider? (If yes, please list below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY** (Please start with most recent employment)

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Starting Position: \_\_\_\_\_  
End Date: \_\_\_\_\_ Ending Position: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
May we contact employer? \_\_\_\_\_  Yes  No  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Starting Position: \_\_\_\_\_  
End Date: \_\_\_\_\_ Ending Position: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
May we contact employer? \_\_\_\_\_  Yes  No  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Start Date: \_\_\_\_\_ Starting Position: \_\_\_\_\_  
End Date: \_\_\_\_\_ Ending Position: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
May we contact employer? \_\_\_\_\_  Yes  No  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Why do you want to work with this population?** (Please use extra paper if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read thoroughly and sign:**

I certify that the facts set forth in this application for employment with Elites Care, LLC are true and complete to the best of my knowledge. I understand that if I am employed, false statements/misrepresentation on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational, criminal and employment history. I agree to conform to policies and procedures of Elites Care, LLC and I understand that due to the nature of business work schedules may be subject to change with sufficient notice, and that overtime, weekends and holidays may be required.

I have read and understand that I (through the nature of my employment) maybe involved in incidents requiring physical interventions and /or assistance. To assure the safety of the persons we serve, intervention(s) maybe inherent to my position, and may occur without provocation or stimulation. Intervention(s) will occasionally result in bruises and scrapes. I also understand that the nature of my job makes it possible for me to come in contact with blood, mucus membranes and other body fluids that may be contaminated with Hepatitis B Virus (HBV). I am aware that the HBV vaccine will reduce my risk of being infected by 90% and hence prevent serious liver damage. I have been advised to take this vaccine at my own cost; though Elites Care, LLC can finance the cost of this vaccine through my paychecks.

Lastly, I understand that employment at this company is "at will", which means that either I or Elites Care, LLC can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



PROFESSIONAL EMPLOYMENT REFERENCE FORM

(To be completed by a supervisor at your work place or professor at your school)

Please complete the top portion of this form and send it to the reference concerned. Once completed, this form must be mailed or faxed to the address at the bottom of the form.

Applicant's Name \_\_\_\_\_ Date \_\_\_\_\_

Position Applied For

I authorize Elites Care, LLC to request and secure a full and candid reference from the reference named below to provide answers to the questions noted on this form concerning my employment history and/or other professional performance. (\* Indicates required field)

\*Reference Name: \_\_\_\_\_ \*Company Name: \_\_\_\_\_

\*Reference Title: \_\_\_\_\_ \*Phone: \_\_\_\_\_ \*Fax: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip Code: \_\_\_\_\_

Reference E-mail: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The portion below is to be completed by the reference

Dates of Employment: From (Month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_ Would you rehire? Yes No

Applicant's former/current position held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Table with 5 columns: Poor, Fair, Good, Exceptional, Unknown. Rows include Character (Honesty, Integrity, Reaction to correction, Ability to mentor, Trustworthiness, Work ethic), Competence (Knowledge, Job skills, Work quality, Quantity of work, Ability to learn, Judgement, Communication), and Service (Service to others, Ability to work with others, Initiative, Dependability, Attendance).

Other comments: (Use the back if necessary)

Reference Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Elites Care Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PERSONAL EMPLOYMENT REFERENCE FORM**

(A person you have known for at least 1 year who does not live at the same house as you.)

Please complete the top portion of this form and send it to the reference concerned. Once completed, this form must be mailed or faxed to the address at the bottom of the form.

**Applicant's Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position Applied For** \_\_\_\_\_

I authorize Elites Care, LLC to request and secure a full and candid reference from the reference named below to provide answers to the questions noted on this form concerning me. (\* Indicates required field)

**\*Reference Name** \_\_\_\_\_ **Reference Title** \_\_\_\_\_

**\*Address:** \_\_\_\_\_ **\*City:** \_\_\_\_\_ **\*State:** \_\_\_\_\_ **\*Zip Code:** \_\_\_\_\_

**\*Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The portion below is to be completed by the reference

**\*Indicate how long you have known the applicant:** From (month/Year): \_\_\_\_\_ To (Month/Year): \_\_\_\_\_

**Would you recommend her for this job?** Yes No

	Poor	Fair	Good	Exceptional	Unknown
<b>Character:</b>					
Honesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaction to correction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Mentor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work ethic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Service:</b>					
Service to Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other general comments:** (Use the back if necessary)

Reference Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Elites Care Representative: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_