

Employment Qualifications

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

- Be at least 18 years old.
- Be able to pass a medical examination, PPD/TB test, and drug screen (provided at company expense).
- Receive criminal background clearance via live scan fingerprinting that is provided on site by Live Scan Depot at the company's expense. The law prohibits employment of any applicant who has a conviction for specific offenses (conviction list is available upon request).
- Complete a Form I-9 and provide the required documents that establish both identity and employment eligibility (please see Form I-9 Explained).
- Must be able to attend mandatory training meetings held at assigned facility.
- 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 begins at **\$20.00** per hour for those with no experience. Experienced professionals start between \$20.10 and \$20.65.

- Increases are earned for completing mandatory training and testing for skill proficiency. This includes:
 - Medication Certification Differential +0.25/hr (to be completed within first 90 days)
 - Driver Differential +0.25/hr (optional)
- Educational and Certification Differentials:
 - Nurse Assistant Certification (CNA)+0.30/hr
- Experience and accredited college degrees will be taken into consideration and may increase starting pay.

Work Schedules

Work schedules for employees vary throughout our organization. Administrators 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 administrator. 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 and can vary from facility to facility and are subject to change:

- **NOC shift:** 12:00am–8:00am or 11:00pm–7:00am Depending on Facility
This schedule is four nights working followed by two nights off and continues this way.
- **Half and Half Shift PM/NOC:** 4:00pm–12:00am and 12:00am–8:00am
This schedule is four nights working (two NOC shifts and two PM shifts) followed by two nights off and continues this way.
- **Split shift AM/PM:** 6:00am–10:00am and 2:00pm–10:00pm
This schedule is Monday–Friday only (no weekends) and varies per facility and the Facility Manager.
- **PM Weekday/Weekend shift:** Weekday shift 2:00pm –10:00pm or 4:00pm–12:00am plus weekends 8:00am–8:00pm. This schedule is four nights working (two PM weekday shifts on Friday and Monday and two weekend shifts on Saturday and Sunday) followed by three nights off and continues this way.

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 Designee at the time of hire.

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

- United States Passport or Passport Card
- 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
- Identification Card for Use of Resident Citizen in the United States (Form I-179)
- US Citizen ID Card
- Native American tribal document
- Employment authorization document issued by the Department of Homeland Security