

MEMORANDUM

To: Therapeutic Support Candidate

From: Janet Van Nevel, SPHR
Director of Human Resources & Administrative Services

RE: Therapeutic Support Application Packet

Thank you for your interest in employment as a Therapeutic Support Worker (TSW). This is a part-time position with flexible hours (approximately 20 hours per week). The wage starts at \$9.00 per hour. TSW's are responsible for working one-on-one with children with emotional, behavioral and/or developmental issues to assist them in meeting their treatment goals.

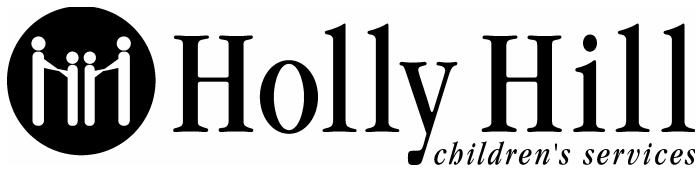
Successful candidates must have a high school diploma or GED and one year full-time supervised experience working with individuals who have behavioral health needs, six months of which shall be with children under age 21 in a human service program or one year of education from a college or university and six months experience with children under age 21 in a human service program.

We must submit an application packet to Frankfort for approval of all candidates. In order to do this we need the following information. Please complete and submit the following application materials:

- ⇒ Resume (detail experience working with children with emotional/behavioral issues and include specific dates & number of hours worked weekly)
- ⇒ Holly Hill's Employment Application
- ⇒ Criminal Records Check Form
- ⇒ Central Registry Background Form (please use black or blue ink, include your full middle name, and sign the back of the form)*
- ⇒ Administrative Office of the Courts Background Form*
- ⇒ Impact Plus Statement of Disclosure Form (sign)
- ⇒ Impact Plus Para-professional Screening Form (sign)
- ⇒ College Transcripts (if applicable)

Materials may be dropped off at our Family Connections Center (1400 Gloria Terrell Dr, Wilder, Kentucky); or mailed to Holly Hill Children's Services, Attn: Janet Van Nevel, 9599 Summer Hill Road, California, KY, 41007-9055. Feel free to contact me at (859) 635-0500, ext. 214, if you have questions regarding the position or application process.

* Note: it takes approximately 2-4 weeks for background results and we cannot submit information to Frankfort until they are received, please submit forms as soon as possible.



**APPLICATION FOR
EMPLOYMENT**

**9599 Summer Hill Road
California, KY 41007
(859) 635-0500 (859) 635-0504 Fax**

**Applications not signed and completed in full will be withdrawn from consideration.
Please print clearly.**

Last Name	First	Middle	Date
Street Address			Home Telephone: ()
City, State, Zip			Business Telephone ()
Are you legally eligible for employment in the United States? (verification required) <input type="checkbox"/> Yes <input type="checkbox"/> No			Former Names known by:
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year			Email:
Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year			Reason for Leaving:
Do you drive and have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No			List State and Number:
Have you had any traffic citations, excluding parking fines within the past two years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:			Are you over 21? <input type="checkbox"/> Yes <input type="checkbox"/> No
State any friends or relatives working for us, other than spouse.			
Have you been convicted of a crime which has not been annulled, expunged or sealed by a court? (A conviction record will not necessarily be a bar to employment. Factors such as age and time of the offense, seriousness, and nature of violation will be taken into account.) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe in full.			
In the past, have you ever failed a drug test or been discharged from a job because of illegal drugs? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe in full.			

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.

Position(s) Applied for:	
Are you available for work? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary	Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you work shift work? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, shifts preferred:	When will you be available to work?
Are you able to meet the attendance requirements of the job? <input type="checkbox"/> Yes <input type="checkbox"/> No	

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School					
College					
Graduate					
Other (Specify)					

Describe other special training, skills, licenses and/or certificates related to the job for which you are applying.

Employment Experience

Start with your present or last job. Include job-related military service assignment and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Telephone ()	
Address	Employed (state month & year)	
	From:	To:
Name of Supervisor	Weekly Pay	
	Start	Last
State Job Title & Describe Your Work	Reason for Leaving	

Employer	Telephone ()	
Address	Employed (state month & year)	
	From:	To:
Name of Supervisor	Weekly Pay	
	Start	Last
State Job Title & Describe Your Work	Reason for Leaving	

Employer	Telephone ()	
Address	Employed (state month & year)	
	From:	To:
Name of Supervisor	Weekly Pay	
	Start	Last
State Job Title & Describe Your Work	Reason for Leaving	

Employer	Telephone ()	
Address	Employed (state month & year)	
	From:	To:
Name of Supervisor	Weekly Pay	
	Start	Last
State Job Title & Describe Your Work	Reason for Leaving	

We may contact the employers listed above unless you indicate those you do not want us to contact.

DO NOT CONTACT

Employer Number(s) _____

Reason: _____

PERSONAL REFERENCES:
 (former co-workers preferred, please list one close family member)

Name:	Relationship	Address	Phone Number

The facts given in my application for employment are true and complete to the best of my knowledge. I understand that if I am employed, any false statement, misleading information or material omission on this application or given in an interview may be sufficient cause for cancellation of this application or immediate discharge from employment regardless of when such information is discovered.

I further understand and acknowledge that, unless otherwise defined by applicable law, that any employment relationship is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that only an authorized officer of the agency has the authority to make any agreement contrary to the foregoing. I further understand that such assurances must be in writing and signed by an authorized officer.

I authorize any investigation of statements contained in this application for employment. The agency may receive a report from an investigative consumer agency to obtain information on my credit and personal history. At my request, the agency must provide the name of the investigative consumer agency so that I may obtain from them the nature and substance of the information contained in the report. I hereby release from liability the agency and its representatives for seeking, gathering and using such information and all other persons, corporations or organization for furnishing such information.

I also understand that if I am hired, I am required to abide by all policies rules and regulations of the agency as currently stated or issued in the future and acknowledge that they are subject to change at the agency's sole discretion. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization. I consent to undertake a medical exam and/or drug testing after a conditional offer of employment has been made.

 Signature of Applicant

 Date

IMPACT Plus
New Employee/Contract Statement of Disclosure

907 KAR 3:030, Section 6 (3) IMPACT Plus Regulation

A subcontractor or person employed by a subcontractor to provide services pursuant to this administrative regulation shall not:

- (a) Have been convicted of a felony offense;*
- (b) Have been convicted of a misdemeanor offense involving an illegal substance within the five (5) years previous to becoming a subcontractor or person employed by a subcontractor to provide services;*
- (c) Have been convicted of or have entered a plea of guilty to a sex crime as defined in KRS 17.165;*
- (d) Have been convicted as or have entered a plea of guilty as a "violent offender" as defined in KRS 17.165; or*
- (e) Have had an incident of abuse or neglect of a child or adult substantiated by the Cabinet for Families and Children after having been provided an opportunity to appeal the substantiation to an administrative or judicial body.*

I do hereby affirm that I meet all of the conditions to provide services to IMPACT Plus recipients and families as specified in 907 KAR, Section 6 (3) above. I understand that dishonesty in my attesting of the above will result in immediate termination of status as an employee or contract employee of an IMPACT Plus subprovider.

Applicant's Signature

Date of Signature

As an IMPACT Plus subprovider,

- (a) I understand that if the statement signed above by my employee or contract employee is found to be false:
 - i) I will ensure that he/she cease all contact with IMPACT Plus recipients and their families immediately;
 - ii) I will ensure continuity of care is being met by providing the recipients and their families "Freedom of Choice" for services; and
 - iii) I understand I am at risk of recoupment of payment for services rendered by the employee or contract employee.

Subprovider's Signature-

Date of Signature

COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

CENTRAL REGISTRY CHECK

FOR THE FOLLOWING TYPES OF EMPLOYMENT, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATIONS REQUIRE A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT. KENTUCKY ADMINISTRATIVE REGULATIONS MAY BE FOUND ON THE INTERNET AT <http://www.lrc.ky.gov/kar/titles.htm>. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

Day Care Related Categories

- Day Care Center Employee or Volunteer (Required by 922 KAR 2:090)
- Applicant for Day Care Center Licensure (Required by 922 KAR 2:090)
- Registered Child Care Provider Applicant (Required by 922 KAR 2:180)

Other Categories

- Foster/Adoption/Independent Living Agency Employee (Required by 922 KAR 1:310)
- Residential Child-Caring Facility Employee (Required by 922 KAR 1:300)
(Institution/Group Home/Emergency/Wilderness)
- IMPACT-PLUS Subcontractor (Required by 907 KAR 3:030)
- Supports for Community Living (SCL) Employee (Required by 907 KAR 1:145)

Other (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):

NAME: _____
(first) (middle) (maiden/nickname) (last)

Sex: ____ **Race:** _____ **Date of Birth:** _____ **Social Security #:** _____

Date of Initial Hire: _____

Present Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.



CENTRAL REGISTRY CHECK

A check or money order made payable to the "Kentucky State Treasurer" in the amount of ten dollars (\$10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will **NOT** be processed without payment. Mail check or money order to:

**The Cabinet for Health and Family Services
DCBS/Division of Child Care
275 East Main St., 3C-F
Frankfort, Kentucky 40621**

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and provide the results of the check to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

Signature of the Individual Submitting to the Child Abuse or Neglect Check Date

Witness Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization to Disclose Protected Health Information form, authorizing the Cabinet to disclose additional information regarding a substantiated finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

NAME OF EMPLOYER/AGENCY: Holly Hill Children's Services
ADDRESS: 9599 Summer Hill Road **CITY:** California
STATE: Kentucky **ZIP:** 41007 **PHONE:** (859) 635-0500

RESULTS OF CHILD ABUSE OR NEGLECT CHECK [FOR OFFICIAL USE ONLY]

- No reportable incident found in accordance with 922 KAR 1:470.
- Substantiated child abuse found on the registry Date of substantiated finding: _____
- Substantiated child neglect found on the registry Date of substantiated finding: _____

CHECK CONDUCTED ON _____ **BY** _____

**ADMINISTRATIVE OFFICE OF THE COURTS
PRETRIAL SERVICES RECORDS DIVISION
100 MILLCREEK PARK
FRANKFORT, KENTUCKY 40601
502-573-1682 or 800-928-6381**



pretrialcustomerservice@mail.aoc.state.ky.us

The process to obtain the information contained in the CourtNet Disposition System is as follows:

- Individuals** Requesting a record on yourself requires a \$10.00 fee (**check or money order**). Enclose a self addressed stamped envelope for a return reply.
- Nonprofit** Requesting a record on individuals requires a \$10.00 fee (**check or money order**) and your nonprofit number (Form #51-A-126). Your return envelope must be addressed with adequate postage, and the other envelope only needs the address of the person being checked.
- Health Care Housing Auth.**
- Licensing/ Others** A request for licensing purposes and on another person requires a \$10.00 fee (**check or money order**) and must include two envelopes. Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked.
- Government** Government entities must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple inquires can be made on a continuation form.

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact Pretrial Services Records Division at (502) 573-1682 or (800) 928-6381.

PLEASE PRINT OR TYPE THE INDIVIDUALS INFORMATION CLEARLY.

SOCIAL SECURITY NUMBER: _____
NAME: _____
DATE OF BIRTH: _____
MAIDEN OR ALIAS NAMES: _____
STREET ADDRESS / P.O. BOX: _____
CITY, STATE, ZIP CODE: _____
E-MAIL ADDRESS: _____

I understand the information supplied by me must be truthful and falsification with an intent to mislead may result in my prosecution under KRS. 523.100. I have provided the basic information necessary to qualify for record processing and exemption of fees - if applicable.

Individual's Signature
D-280

Non-Profit Number (Form 51-A-126), or Tax Exempt Number

Date
jvannevel@hollyhill-ky.org

E-mail address(sent to this e-mail only)

Would you like the CourtNet Records e-mailed? Yes [] No

Holly Hill Children's Services

(859) 635-0500, ext. 214

Company
Janet Van Nevel

Telephone Number

Requestor/Contact Person
9599 Summer Hill Road

- Please denote which purpose applies to this request:
 Employment
 Criminal Investigation
 Screening Housing Applicants
 Volunteer/Care over Juvenile
 Licensing
 Other (please explain) _____

Address
California, KY 41007-9055

City, State, Zip



Position Description

Job Title: Therapeutic Support Worker
Division: Community Services
Status: Non-Exempt
Reports to: Director of Community Services
Revision date: February 29, 2008

Position Summary:

This position is responsible for carrying out the service plan created by the case manager and the treatment team by doing intensive in home work with the identified client and their family. This position will be assigned to a client and their family from one (1) hour a week to a maximum of twenty (20) hours a week. The responsibilities may include modeling appropriate parental skills, teaching basic parenting skills, teaching social interaction to the child and redirecting the child and parent to show age-appropriate/role-appropriate behaviors. This position is responsible for documenting all contacts with the family and working closely with the case manager and the treatment team to ensure appropriate treatment direction.

Essential Job Functions:

- Provides intensive support services for identified clients and their families which include but are not limited to; in-home support, mentoring, behavioral management skills training, therapeutic family support groups, therapeutic independent living transition support, and parent-to-parent support groups.
- Assists case manager and the treatment team in defining appropriate areas that need to be addressed.
- Participates in treatment related meetings concerning the child where input is valuable to treatment decisions.
- Documents and monitors the progress made by the children and their families as stated in the child's treatment goals.
- Provides advocacy to assure appropriate, timely and productive treatment and support services.
- Participates in the development of other human service plans for the child.
- Attends and participates in team meetings, staff meetings, and supervision as scheduled.
- Works collaboratively and communicates appropriately with other staff members.
- Participates in training and professional development as arranged including orientation, in-services, professional conferences and classes and ongoing training to enhance skills and knowledge base and comply with training regulations.
- Responds respectfully and effectively to people of all cultures, classes, race, ethnic backgrounds, and religions in a manner that recognizes, affirms, and values the worth of individuals, families, and communities and protects and preserves the dignity of each.
- Adheres to ethical standards of professionalism including maintaining confidentiality of each client and their family, in compliance with HIPAA regulations and agency policy.
- Seeks to fulfill Holly Hill's mission by providing quality services to the children served.
- Performs other related duties as assigned.

Job Requirements:

Education: High school education,

Experience: A minimum of (6) month’s supervised experience working directly with children with behavioral health needs.

Recommended Qualifications:

Skills: Good written and oral communication skills. Must have time management skills and ability to be flexible. Must be able to drive a car. Possess a level of assertiveness and professionalism. Ability to treat others with respect and empathy. Work with clients of all socioeconomic status. Ability to handle crisis situations. Some computer skills are helpful.

Supervisory Responsibilities:

None.

Equipment To Be Used:

Computers, telephones, fax machine, standard office machines. Must have valid driver’s license and personal vehicle.

Typical Physical Demands:

Requires manual dexterity sufficient to operate standard office machines. Requires normal range of vision and hearing. May require lifting 50 pounds. May require extensive driving time. Requires the ability to execute safe crisis management (SCM) if a child is at risk of harming his/herself or others.

Typical Mental Demands:

Must be able to deal with difficult people from a diverse population. Must be able to prioritize problems as to meet all requirements and demands. Must be able to act professionally while allowing clients make their own decisions despite personal feelings.

Working Conditions:

Occasionally called upon to work additional hours and odd schedules. Works primarily in the community and in the clients’ home. Must possess a valid driver’s license, and have automobile liability insurance, and satisfactory driving record. Must be able to use personal or company vehicle for work as needed. Travel may be expected for business meetings and trainings related to the field.

Received: _____ Date: _____
Employee Signature

This Position Description does not constitute a contract of Employment.