

Employment Requirements Pathfinder Services, Inc.

- **Valid Indiana Driver's License and Acceptable Driving Record**

All applicants must possess a valid Indiana Driver's License. Driving records cannot have a moving violation in the last 5 – 7 years, with accumulation of 8 points or more, and cannot have a violation involving drugs and/or alcohol while operating a motor vehicle.

- **Limited Criminal History Search**

All Pathfinder Services, Inc. employees will be subject to a limited criminal history search upon employment. The limited criminal history search shall verify that the employee has not been convicted of any of the following:

1. A sex crime
2. Exploitation of an endangered adult
3. Failure to report:
(A) battery, neglect, or exploitation of an endangered adult
(B) abuse or neglect of a child
4. Theft, if the person's conviction for theft occurred less than ten years before the person's employment application date
5. Murder
6. Voluntary manslaughter
7. Involuntary manslaughter
8. Felony battery
9. A felony offense relating to a controlled substance

According to State regulations, if an applicant has been convicted of any of the above-mentioned crimes, they will not be considered eligible for employment with Pathfinder Services, Inc.

Pathfinder Services, Inc. shall also obtain a report from the state nurse aide registry of the Indiana State Department of Health verifying that each employee involved in the management, administration, and provision of services has not had a finding entered into the state nurse aide registry. If an unfavorable record appears in the State Nurse Aide Registry, the applicant will not be considered for employment with Pathfinder Services, Inc.

- **Background Reference Check/Credential Verification**

Employment and character reference checks are done for all potential employees of Pathfinder Services, Inc. Past and current employment references are checked and personal/character references are obtained. Any unfavorable information obtained during these background checks is cause for not being considered for employment. Credentials for all staff will be verified upon time of hire. Copies of high school diplomas are required for all employees. For those positions requiring higher education, copies of degrees and certifications are required and will be maintained in personnel files and credentials will be verified.

- **High School Diploma or GED**

All positions (with the exception of some Recycling Center and Manufacturing positions) require a high school diploma or GED.

- **Pre-Employment Drug Screen**

All applicants offered employment with Pathfinder Services, Inc. will undergo a urine drug screen prior to hire. Any positive drug screen will result in the denial of employment with Pathfinder Services, Inc.

- **Physical Examination (Direct Services Employees)**

All direct services employees will obtain a physical examination upon hire with Pathfinder Services, Inc. The physical examination is at the expense of Pathfinder Services, Inc. All direct services employees must be able to lift, carry, and push a minimum of 50 pounds. All direct services employees must be able to physically lift and assist adults with disabilities.

- **Mandatory Training**

50 hours of direct services training is required for most positions. Training is offered Monday through Friday 8-4:30. Annual mandatory training is also required.