

Open Positions for June – Rotating schedules outlined below

Position 5 – Baltimore

Week 1 – T,W,TH 2p-9p Fri 3p-10p Sun 7a-7p

Week 2 – T, W,TH 2p-9p, F 3p-10p, Sun 7a-7p

Position 3 – Bollman

Week 1 – M, W, 5a-3p F 5a-1p, Sat 6a-6p

Week 2 – T, W, Th, F 5a-3p

Position 9 – Bollman

Week 1 – M, T, W, Th 2p-9p Sat 7a-7p

Week 2 – T, W, Th, F 2p-9p Sat 7a-7p

Position 10 – Bollman

Week 1 – T, W, Th, F 2p-9p, Sun 8a-8p

Week 2 – T, W, Th, F 2p-9p, Sun 9a-9p

Position 2 – Third St

Week 1 – Th, F 9a-9p, Sat, Sun 8p-8a

Week 2 – M, T, W 9p-8a

Position 8 – Third St

Week 1 – T 3p-9p, TH 2p-9p, F 6a-9a

Week 2 – T 3p-9p, TH 2p-9p, F 6a-9a

Position 9 – Third St

Week 1 – M 2p-9p, T,W,TH 2p-9p, F 12p-9p

Week 2 – M 3p-8p, W 4p-10p, TH 3p-8p, Sat, Sun 7:30a-7:30p

Position 2 – Oak St

Week 1 – W, Th 9p-7a, F, Sat 10p-8a

Week 2 – W, Th 9p-7a, F, Sat 10p-8a

Position 4 – Oak St

Week 1 – T 6a-10a, W 6a-9a 2p-8p, Th 6a-9a 2p-8p F 2p-8p, Sat 8a-8p

Week 2 – T 6a-10a, W 6a-9a 2p-8p, Th 6a-9a 2p-8p F 2p-8p, Sat 8a-8p

Position 7 – Oak St

Week 1 – M 6a-10a, T 2p-9p, W 6a-1p, Th 2p-9p, F 6a-9a, Sat 7a-7p

Week 2 – M 6a-10a, T 2p-9p, W 6a-1p, Th 2p-9p, F 6a-9a, Sat 7a-7p

Position 8 – Oak St

Week 1- F 2-10p, Sun 8a-8p

Week 2 – F 2-10p, Sun 8a-8p

Position 7 – Windridge

Week 1 – M, W, Th 12p-10p, Sat 11a-9p

Week 2 – T, W, Th, F 12p-10p

Position 10 – Windridge

Week 1 – M, T, W, TH, F 2p-10p

Week 2 – T, W 2p-10p, Sat, Sun 9a-9p

In Supported Living:

1 Full-Time Overnight position

6 Full-Time 2nd shift positions

Hours and/or days may vary

In Day Services:

2 Full-Time Positions: Mon-Fri 7:00 am – 3:30 pm

Bi-County Services, Inc.
of Adams & Wells Counties

Employment Fact Sheet

Position openings are typically for full-time, part-time and relief trainers (minimum 16 hours per month) in Residential (group homes) and Supported Living (individual's apartment or home) programs with manageable caseloads.

Group homes are located in Bluffton, Berne and Decatur. Typical hours include afternoons, evenings and weekends, with some day shifts available. Six to eight adults live in home together with supervision. An additional \$1.00 per hour is paid for overnights and \$1.00 per hour extra for weekend hours. A valid driver's license with acceptable driving experience and record is needed.

Supported Living sites are throughout the two county area, including Decatur, Berne, Ossian, Bluffton and rural locations. Many individuals have roommates. Use of personal vehicle will be required; proof of on-going auto liability insurance is also required. A valid driver's license with acceptable driving experience and record will be necessary. An additional \$1.00 per hour is paid for weekend hours.

Rate of pay is \$9.75 per hour for full-time employees (\$9.00/hour part-time and relief trainers). Employee must successfully complete training provided by Bi-County Services in CPR/First Aid, Medication Administration, and Positive Intervention Techniques training. Bi-County Services follows a substance abuse policy and drug testing is part of that policy.

Paid time off plan includes seven holidays, for only full time employees. Time worked on a holiday is paid at time and a half. Additionally, Paid Time Off (PTO) is earned as follows for 40-hour positions:

- 16 hours after 30 days
- 24 hours after 6 months
- 96 hours after 1 year
- 112 hours after 2nd through 4th year
- 128 hours after 5th through 9th year
- 144 hours after 10th through 14th year
- 160 hours after 15th and future years

Bi-County Services offers a group health insurance plan to full-time employees. Optional plans for life insurance and a variety of AFLAC plans is offered during annual open enrollment for full time employees.

If you would like an opportunity to work for Bi-County Services, Inc., completed applications should be submitted to the address on the application for consideration.

APPLICATION FOR EMPLOYMENT

As a part of this application for employment, I authorize Bi-County Services, Inc. to request/obtain limited criminal history from my counties of residence during the past three years and from the State of Indiana.

The county limited criminal history we obtain will request **felony conviction** (that has not been expunged by a court) of the following:

- Sex crime;
- Battery;
- Neglect;
- Exploitation of an endangered adult or of a child;
- Failure to report Battery, Neglect or Exploitation of an endangered adult or of a child, or failure to report abuse or neglect of a child;
- Theft, if the person's conviction for theft occurred less than ten (10) years before the person's employment application date, except as provided in IC16-27-2-5(a)(5);
- Criminal conversion;
- Criminal deviate conduct;
- Murder.
- Voluntary manslaughter.
- Involuntary manslaughter.
- Offense relating to alcohol or a controlled substance.

Bi-County Services, Inc. provides services to a vulnerable population. If there are finding in the criminal history, an individualized assessment will be use to make an employment decision.

Signature

Date

Revised 11/2013

APPLICATION FOR EMPLOYMENT

BI-COUNTY SERVICES, INC.

425 East Harrison Road - - Bluffton, IN 46714
260-824-1253

Equal Opportunity Employer – Bi-County Services, Inc. will recruit, hire, train and promote persons in all job titles without regard to race, color, religion, national origin, veteran status, sex, age, or physical or mental disability. In addition, Bi-County Services, Inc. employment policy requires compliance with state and local fair employment practice laws and regulations. Bi-County Services, Inc. will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities so long as doing so does not cause an undue hardship.

The information provided in this Application for Employment is true, correct and complete. If employed, I understand that falsification, misrepresentation, incomplete information or omission of facts called for on this application will result in termination.

Print Legal Name _____ Date _____

Address _____

City, State and ZIP _____ Phone (____) _____

Counties of residence (including State if outside of Indiana) during past three years: _____

Position applying for _____

What work hours are you willing to accept?

Day _____ Evening _____ Weekend _____ Any _____ / PT _____ FT _____

Have you previously worked for this agency? _____ yes _____ no (dates if known _____)

If yes, Name Used during Employment: _____

Are you at least 18 yrs of age? Yes / No Do you have a valid Driver's License? Yes / No

If you were referred to apply for employment by a current employee of Bi-County Services, provide their name (one name only): _____

If not by referral, how did you become aware of our employment opportunity?

Are you a U.S. citizen or an alien authorized to work in this country? _____ yes _____ no.

If you are offered employment with Bi-County Services, Inc., you will be required, by federal law, to furnish documents showing you to be either a U.S. citizen or an authorized alien. Individuals who do not furnish these documents cannot work for this agency.

Education

(Education will be considered only to the extent relevant for the position for which you are applying)

School	Name & Location	Circle Last Year Completed	Dates Attended		Major	Did You Graduate?
			From	To		
High School		1 2 3 4				
College		1 2 3 4				

EMPLOYMENT HISTORY

Most recent employer first-include all employers for the last 5 years. Explain any gaps in employment on reverse side. If past employment is recorded under a different last name – please include with information below.

1. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

2. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

3. Employer _____ Telephone () _____
Address _____ City/State _____
Supervisor _____ Hourly Final Pay _____ Employed from _____ to _____
State Job Title and Describe Your Work _____

Have you ever been dismissed or asked to resign from any position? _____ No _____ Yes

If yes, which employer(s)? _____

Personal References (list three) - - Not Relatives or Anyone Previously Mentioned

Name	Address	Telephone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other Special Training or Skills

Please write other information you feel to be important relating to your interest in working with Bi-County Services (including volunteer work).

Incomplete applications will not be considered.

I understand and hereby acknowledge that if I am offered and accept employment with Bi-County Services, Inc. my employment is considered at-will, is for no definite period of time, and may be terminated with or without cause. I further understand that this application for employment is not a contract of employment.

I understand that if I am employed, I must be free from communicable disease, which would pose a direct threat to the health or safety of others or myself in the workplace that cannot be eliminated by reasonable accommodation.

I authorize Bi-County Services, Inc. to request and obtain from any law enforcement agency, a copy of my limited criminal history information and a copy of my driving record through the Indiana BMV in connection with my application for employment.

If employed, it will be conditional until the final step in the employment process is completed. Within thirty (30) days, you will be required to submit to a drug screen test. If you do not complete the test as requested or if the test is positive, employment will be terminated.

I hereby authorize anyone of whom request is made to supply Bi-County Services, Inc., any information concerning my background in connection with employment consideration. I hereby release all parties, including but not limited to Bi-County Services, Inc. and my prior employers, from any and all liability for any damage that may result from their furnishing information concerning me.

Date: _____ Signature: _____

We will keep your application on file for 90 days. After that time, you will need to submit a new application for employment consideration.