



INDIVIDUAL, FAMILY & COMMUNITY SERVICES

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 14680 Iroquois Court
 Mount Union, PA 17066
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Please read the following information before completing IFC's job application. Submission of application implies you have agreed to IFC's job application process.

- Minimum Standards: 18 years of age, HS Diploma or GED, valid PA driver's license, physical requirements as listed.
- There is no guarantee of a job or a job interview when you complete IFC's job application.
- Specific reasons for employment decisions will not be released.
- In completing IFC's job application process, you will be subject to the following:
 - Reference Checks
 - PA Criminal Record Check, FBI Record Check, and PA Child Abuse Clearance as Applicable
 - Post-Offer Physical Examination & Drug Screening
 - Driver's History Check

IFC's application must be completely filled out in order for you to be considered for employment. If the information provided cannot be verified by employment reference checks, your application could be considered as incomplete, and you may not be considered for employment.

Name: _____ Phone- (H): _____ (C): _____

Address: _____

Street	City	State	Zip
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Are you applying for a Direct Support Staff position?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If no, please specify position: _____		
Do you meet the minimum standards described above?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Highest level of education completed/degree: _____		
Are you seeking Full-Time Employment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Employment Intentions:	<input type="checkbox"/> <1 year	<input type="checkbox"/> >1 year
Have you been a PA resident for 2 years immediately preceding application?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you been employed by IFC in the past?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please give dates of employment and reason for leaving: _____		

Have you ever been convicted of a crime other than a minor traffic violation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is any criminal charge against you now pending?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If you answered YES to either, please explain offenses and final disposition below. The existence of a criminal record will not automatically disqualify you from the job for which you are applying.

List any training, experience, or strengths you have that you believe are important for the job you are applying:

List any license, certificate, or professional registration issued by the Commonwealth or Professional Association which relates to, or is a requirement for, the position for which you are applying (include number, year issued, and date of expiration):

List any professional organizations to which you belong (do not list any organization that would reveal your race, color, religious creed, or national origin):

Employment Record (starting with your present position and working backward)	
Name of Employer:	Reason for Leaving:
May we contact this employer?	Employed From: To:
Name of Supervisor:	Ending Wage:
Job title and duties:	
Name of Employer:	Reason for Leaving:
May we contact this employer?	Employed From: To:
Name of Supervisor:	Ending Wage:
Job title and duties:	
Name of Employer:	Reason for Leaving:
May we contact this employer?	Employed From: To:
Name of Supervisor:	Ending Wage:
Job title and duties:	

References	Name	Relationship	Contact Number
Professional			
Professional			
Personal			

I hereby certify that all statements are full and correct to the best of my knowledge and belief. I am aware that all statements contained herein will be verified and that willful misrepresentation will result in dismissal.

Date: _____ Signature: _____

IFC Services, Inc. - Direct Support Staff
Job Description

- Participate in the development and implementation of individual plans designed to maintain and improve the daily living skills, socialization skills, health and safety, vocational skills, and welfare of individuals.
- Provide therapeutic assistance to individuals to assist them to more effectively deal with personal problems, values, and daily issues that are difficult to deal with.
- Assist individuals to become more independent and advocate for individuals to make choices of their own free will. Provide clients with knowledge to make educated choices.
- Supervise and perform household and daily activities with or for consumers.
- Collaboratively work with Program Specialist and other agencies to develop and carry out individual plans of care and identification of individual's needs, strengths, and goals.
- Comply with all agency, county, and state regulations.
- Maintain facility, vehicles, and property in a clean, safe, and secure manner.
- Attend staff meetings, training, and client meetings as planned. Required to complete 24 hours of training annually.
- Be alert, knowledgeable, and responsive to emergencies. Responsible for providing assistance with the health and safety needs of consumers.
- Complete all documentation as required on a timely basis.
- Participate in agency, staff, and client planning sessions.
- Cooperate and work with individuals, IFC staff, other agency staff, and families in a professional manner.
- Responsible for knowledge of schedules and client supervision needs. Responsible for the provision of adequate coverage at all times. Required to work scheduled shifts and over-time as needed.
- Provide transportation for individuals as part of daily schedule and activities.
- Assist consumers in developing community skills, relationships, and participation in community events.
- Maintain confidentiality of consumers and agency.
- Demonstrate actions that provide for good role modeling for consumers.
- Meet and maintain Direct Support Staff training requirements per Department of Public Welfare regulations.
- Responsible for any other job-related duties as requested.

Additional Requirements for all Direct Support Staff Positions

Physical: All staff must meet physical requirements to perform job duties.

Must meet requirement of typical working conditions as listed:

Lifting: Performs as needed through the shift. Transfers, lifts, and moves equipment (<40 lbs) and persons. Observes proper body mechanics in lifting.

Mobility: Walking may be required up to duration of shift. May be required to stand in a stationary position a minimum of two hours without a break.

Continuous Standing: Performance of duties may require continuous standing for up to 5 hours.

Climbing Stairs: Up to three flights as necessary.

Hearing: Less than critical acuity may endanger patients.

Vision: May wear corrective lenses.

Bending/Reaching: Must be able to sit, twist, bend, and reach using proper body mechanics.

Continuous Working: Up to approximately 5 hours between meals.

Work Environment: Both indoors and outdoors dependent upon consumer programming.

Protective Clothing: Protective gloves, mask, face shield, gown as needed for Standard Precautions.

Respiratory Protection: Mask use for Standard Precautions.

Equipment Use: Equipment use for activities of daily living.

Business Travel: Overnight travel may be required.

Emotional/Stress Level: Above Average

People Interaction: Maximum

Other Considerations: English is the primary language spoken across programs. Clear enunciation is necessary. Observes and records factual observations.