

## **EMPLOYMENT APPLICATIONS**

The Williamsburg County Disabilities and Special Needs Board does not accept applications and/or resumes except for position which the agency has open. All applications and/or resumes must designate the open position being applied for.

The agency does not retain unsolicited applications and/or resumes for any period of time. Individuals interested in applying more than once for employment must submit an application and/or resume each time they apply.

No individual can be given a contingent offer of employment with the agency unless he/she has completed a Williamsburg County Disabilities and Special Needs Board application for employment. Even though a candidate has submitted a resume in order to apply for an open position, he/she must complete and sign an application.

Any falsification of information on employment application, either by omission or commission, will be ground for dismissal for employment.

**Copies** of the following documents must be included with employment applications:

- **College transcript** for applicants who apply for positions requiring same or who indicate they have college credits or degrees.
- **High School Diploma or GED** for applicants who apply for positions which do not require a college degree or college credits.
- **Military Discharge DD214** for applicants who have military service.
- **Diplomas/Certificates/Licenses for specialized training** for positions requiring same or for applications who indicate completion of specialized or technical training or education on the employment application.
- **Ten Year Driving Record** available from SC Department of Motor Vehicles.

## **DEVELOPMENT**

New employment orientation consisting of forty (40) hours of classroom training is offered at least quarterly covering general subjects such as abuse and neglect, agency policies and procedures, defensive driving, SPR and First-Aid. New employees must complete all required training within sixty (60) days to become an active employee. On-the-job training is provided to direct care staff, i.e., residential, by the immediate supervisor or designee to ensure that each employee is familiar with tasks to be performed as well as procedures established for that program.

Required specialized training, including in-house and outside training, are provided to professional employees which focus on requirements and standards in their department, i.e., Service Coordinators, Early Interventionist, etc.

Workshops and conferences; all employees are encouraged to attend training designed to provide the tools and knowledge necessary to provide services to the individuals served by the agency and to remain in compliance with agency and South Carolina Department of Disabilities and Special Needs standards.

## **MINIMUM REQUIREMENTS FOR STAFF**

The minimum requirements for any staff directly involved with the provision of services to clients will be established by the Executive Director but must at least meet the following:

- High School Diploma or its certified equivalent (GED)
- Minimum 18 year of age.
- All staff shall meet requirements established for the position as outlined in that job description.