

DOCUMENTS AND TRAINING REQUIREMENTS CHART

NOTE:

Functional titles are listed if mandatory requirements are beyond those listed for all positions.

Supervisors may designate mandatory requirements beyond those listed for positions with supervisor documentation on specified mandatory requirements form.

KEY TO CHART

(No Temps or Alternates)

MANDATORY TRAINING (INITIAL)

MANDATORY TRAINING RENEWABLE ANNUALLY

MANDATORY TRAINING RENEWABLE EVERY 2 YEARS

FILE REQUIREMENTS

FILE REQUIREMENTS RENEWABLE ANNUALLY

FILE REQUIREMENTS RENEWABLE

FILE REQUIREMENTS RENEWABLE EVERY 3 YEARS

MAY BE DESIGNATED BY SUPERVISOR

CLIENT SPECIFIC TRAINING

CORE A

CORE B

MEDICATION ORIENTATION

DEFENSIVE DRIVING

ENHANCING VERBAL SKILLS

LOUDER THAN WORDS

WORLD OF AUTISM

HOME MANAGEMENT SKILLS

CLIENT PROTECTION

CLIENT RIGHTS

SEIZURE FIRST AID

ABUSE NEGLECT EXPLOITATION & INCIDENT REPORTING

BLOODBORNE PATHOGENS

MEDICATION ADMINISTRATION

NCI NON VIOLENT CRISIS INTERVENTION

CPR (ADULT OR ADULT CHILD INFANT)

STANDARD FIRST AID

CLIENT TRANSPORT AGREEMENT

CURRENT DRIVERS LICENSE

VEHICLE INSURANCE VERIFICATION

TB TEST DOCUMENTATION

DRIVING RECORD CHECK

REQUIREMENTS FOR ALL POSITIONS

AGENCY ORIENTATION

EEOC (at hire in)

TB TEST DOCUMENTATION INITIAL

APPLICATION

AUTHORIZATION TO RELEASE

STATE NURSES AID REGISTRY REPORT

OIG REGISTRY CHECK

REFERENCE CHECK

EMPLOYMENT OFFER

EMPLOYMENT ACCEPTANCE

SIGNED JOB DESCRIPTION

COMPLETED I-9 FORM

EDUCATION DOCUMENTATION

CONFLICT OF INTEREST

HIPPA RECEIPT

HANDBOOK & TRAINING AGREEMENT

PAYROLL DIRECT DEPOSIT FORM

EXPENSE DIRECT DEPOSIT FORM

DOCUMENTATION OF TRAINING REQUIREMENTS

PERFORMANCE REVIEWS PROBATION - ANNUAL

STATE CRIMINAL CHECK

COUNTY CRIMINAL CHECK

POSITION FUNCTION

FILE & TRAINING REQUIREMENTS

**BAND A
SUPPORT SERVICE WORKER (SSW)**

**Rest Area Worker &
Custodian :**

**CLIENT PROTECTION
BLOODBORNE PATHOGENS**

Truck Driver :

**DEFENSIVE DRIVING
CLIENT PROTECTION
CURRENT DRIVERS LICENSE
DRIVING RECORD CHECK**

Route Driver :

**DEFENSIVE DRIVING
CLIENT SPECIFIC TRAINING
ENHANCING VERBAL SKILLS
LOUDER THAN WORDS
WORLD OF AUTISM
BLOODBORNE PATHOGENS
SEIZURE FIRST AID
CLIENT RIGHTS
ABUSE NEGLECT EXPLOITATION & INCIDENT REPORTING
NCI NON VIOLENT CRISIS INTERVENTION
CPR (ADULT OR ADULT CHILD INFANT)
STANDARD FIRST AID
CURRENT DRIVERS LICENSE
DRIVING RECORD CHECK**

POSITION FUNCTION

BAND B
CLIENT SERVICE WORKER (CSW)

All functional csw titles :

FILE & TRAINING REQUIREMENTS

MEDICATION ORIENTATION
CLIENT SPECIFIC TRAINING
CORE A & B
DEFENSIVE DRIVING
ENHANCING VERBAL SKILLS
LOUDER THAN WORDS
WORLD OF AUTISM
HOME MANAGEMENT SKILLS (REACH)
CLIENT RIGHTS
SEIZURE FIRST AID
ABUSE NEGLECT EXPLOITATION & INCIDENT REPORTING
BLOODBORNE PATHOGENS
MEDICATION ADMINISTRATION
NCI NON VIOLENT CRISIS INTERVENTION
CPR (ADULT OR ADULT CHILD INFANT)
STANDARD FIRST AID
CLIENT TRANSPORT AGREEMENT
TB TEST DOCUMENTATION
CURRENT DRIVERS LICENSE
VEHICLE INSURANCE VERIFICATION
DRIVING RECORD CHECK

POSITION FUNCTION

BAND B
ADMINISTRATIVE WORKER (AW)

All functional titles:

FILE & TRAINING REQUIREMENTS

CLIENT PROTECTION

POSITION FUNCTION

FILE & TRAINING REQUIREMENTS

**BAND B
TECHNICAL SUPPORT WORKERS (TSW)**

**Mechanic &
Lawn Crew Supervisor :**

DEFENSIVE DRIVING
CLIENT PROTECTION
CURRENT DRIVERS LICENSE
DRIVING RECORD CHECK

Workshop QC Coordinator :

BLOODBORNE PATHOGENS
CLIENT PROTECTION

**Assistant Rest Area Supervisor &
Rest Area Supervisor :**

DEFENSIVE DRIVING
BLOODBORNE PATHOGENS
CLIENT PROTECTION
CURRENT DRIVERS LICENSE
DRIVING RECORD CHECK

Maintenance :

DEFENSIVE DRIVING
BLOODBORNE PATHOGENS
CLIENT PROTECTION
CURRENT DRIVERS LICENSE
DRIVING RECORD CHECK

POSITION FUNCTION

FILE & TRAINING REQUIREMENTS

**BAND C
CLIENT SERVICE SPECIALISTS (CSS)**

**PEP Coordinator &
Social Worker Coordinator :**

- MEDICATION ORIENTATION
- CLIENT SPECIFIC TRAINING
- CORE A & B
- DEFENSIVE DRIVING
- ENHANCING VERBAL SKILLS
- LOUDER THAN WORDS
- WORLD OF AUTISM
- CLIENT RIGHTS
- SEIZURE FIRST AID
- ABUSE NEGLECT EXPLOITATION & INCIDENT REPORTING
- BLOODBORNE PATHOGENS
- MEDICATION ADMINISTRATION
- NCI NON VIOLENT CRISIS INTERVENTION
- CPR (ADULT OR ADULT CHILD INFANT)
- STANDARD FIRST AID
- CLIENT TRANSPORT AGREEMENT
- CURRENT DRIVERS LICENSE
- VEHICLE INSURANCE VERIFICATION
- DRIVING RECORD CHECK

Employment Specialist :

- DEFENSIVE DRIVING
- ENHANCING VERBAL SKILLS
- LOUDER THAN WORDS
- WORLD OF AUTISM
- CLIENT PROTECTION
- BLOODBORNE PATHOGENS

NCI NON VIOLENT CRISIS INTERVENTION

CPR (ADULT OR ADULT CHILD INFANT)

STANDARD FIRST AID

CURRENT DRIVERS LICENSE

DRIVING RECORD CHECK

POSITION FUNCTION

**BAND C
SALES & MARKETING REPS (SP)**

All functional titles :

FILE & TRAINING REQUIREMENTS

CLIENT PROTECTION

POSITION FUNCTION

**BAND C
SPECIALIST (S)**

All functional titles :

FILE & TRAINING REQUIREMENTS

CLIENT PROTECTION

POSITION FUNCTION

**BAND D
CLINICIANS (CL)**

Developmental Therapist :

FILE & TRAINING REQUIREMENTS

CLIENT PROTECTION

Interpreter :

DEFENSIVE DRIVING

CLIENT PROTECTION

CURRENT DRIVERS LICENSE

DRIVING RECORD CHECK

Registered Nurse &
LPN :

LOUDER THAN WORDS

WORLD OF AUTISM

ENHANCING VERBAL SKILLS

CLIENT RIGHTS

SEIZURE FIRST AID

ABUSE NEGLECT EXPLOITATION & INCIDENT REPORTING

BLOODBORNE PATHOGENS

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CPR (ADULT OR ADULT CHILD INFANT)

STANDARD FIRST AID

CURRENT DRIVERS LICENSE

POSITION FUNCTION

FILE & TRAINING REQUIREMENTS

**BAND D
COORDINATORS (CO)**

All functional titles :

CLIENT SPECIFIC TRAINING

DEFENSIVE DRIVING

ENHANCING VERBAL SKILLS

LOUDER THAN WORDS

WORLD OF AUTISM

CLIENT RIGHTS

SEIZURE FIRST AID

ABUSE NEGLECT EXPLOITATION & INCIDENT REPORTING

BLOODBORNE PATHOGENS

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CURRENT DRIVERS LICENSE

DRIVING RECORD CHECK

POSITION FUNCTION

BAND D

ADMINISTRATIVE COORDINATORS (AC)

All functional titles :

FILE & TRAINING REQUIREMENTS

CLIENT PROTECTION

POSITION FUNCTION

BAND D

MANAGERS (MA)

County Manager,
Program Manager &
Manager :

FILE & TRAINING REQUIREMENTS

CLIENT SPECIFIC TRAINING

DEFENSIVE DRIVING

ENHANCING VERBAL SKILLS

LOUDER THAN WORDS

WORLD OF AUTISM

CLIENT RIGHTS

SEIZURE FIRST AID

ABUSE NEGLECT EXPLOITATION & INCIDENT REPORTING

BLOODBORNE PATHOGENS

NCI NON VIOLENT CRISIS INTERVENTION

CPR (ADULT OR ADULT CHILD INFANT)

STANDARD FIRST AID

CURRENT DRIVERS LICENSE

DRIVING RECORD CHECK

BAND E
DIRECTOR (D)

POSITION FUNCTION

FILE & TRAINING REQUIREMENTS

All functional titles :

CLIENT PROTECTION