



## OLIVE BRANCH MINISTRIES VOLUNTEER PACKET

Thank you for your interest in volunteering with Olive Branch Ministries! We look forward to serving together with you.

The following is a checklist of documents that you will need to provide us. Use this list to keep track of the items you still need to complete. Many of the required forms are included in this packet, but you will also need to supply us with documentation certifying that you have completed the required training for this position as well.

### **Checklist of Items Needed From the Applicant**

- BCI Background Check (FBI if out-of-state in the last five years) *(page 2)*
- Proof of completion of Direct Provider Training *(page 3)*
- Proof of CPR/AED Certification *(page 4)*
- Signed Attestation and Background Review Consent Form *(page 5)*
- Proof of completion of in-house training *(page 12)*
- High school or college diploma or equivalent
- Copy of driver's license

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### **BCI/FBI Background Check**

We are required by state law to obtain a current background check for every prospective employee before hiring them. If you have been a resident of the State of Ohio for the past five years, you will only need a BCI background check. Otherwise, you will need an FBI background check as well.

Please schedule an appointment to be fingerprinted by Columbiana County Educational Services. Their number is (330) 424-9591. Olive Branch Ministries will reimburse you for the cost. You will need to use the following reason code: **5123.169**

Background checks may take as long as two weeks to be completed, so it is wise to schedule an appointment as soon as possible.

Turn in a copy of the completed background check to Olive Branch Ministries.

## Completion of Direct Provider Training

Olive Branch Ministries is required by law to ensure that each of our employees has gone through specific training before providing care to our residents. Follow the following steps to access and complete the free training program provided through the DODD.

If you have any questions or need help going through the process, contact the Director.

- 1) Go to <http://mylearning.dodd.ohio.gov>
- 2) Create a user account by clicking the link: "Independent provider, agency provider staff, or billing agent"
- 3) Select "Provider" from the drop-down menu
- 4) Select "DODD" from the drop-down menu; *(It is usually the only option)*
- 5) Select "Agency Employee" from the drop-down menu
- 6) Enter the required information into the form; *(be sure that you have an email address that you can check immediately)*
- 7) Agree to the terms
- 8) You will receive an email that contains a link to complete your registration. Click the link and enter your temporary pin.
- 9) You will receive a *second* email with a link. Click this link to choose a password. Write the password down, since it requires upper and lowercase letters, as well as a number *and* a special symbol.
- 10) You will receive a *third* email with your username. Do *not* click the link in the email. This will only lead to frustration. Instead, go to <http://mylearning.dodd.ohio.gov> and log in with the username that was provided to you.
- 11) Select "Eight-Hour Provider Training" from the list of course options.
- 12) Click "Enroll Me"
- 13) Complete the course and print off the course completion certificate, and provide it to Olive Branch Ministries.

### **CPR/AED and Adult First Certification**

All staff members are required to be certified in CPR, AED, and adult first aid. This training is available through Olive Branch Ministries, if you do not already possess the needed certification.

If you would like to receive your training through Olive Branch, contact the Director to make arrangements.

If you would prefer to make your own arrangements, you may obtain the required training through the American Red Cross. Please ensure that whatever training you undergo has the required components.

After completing your training, you will receive a certificate of completion. Olive Branch Ministries will need a copy of this document for your personnel file.

## **Attestation Form**

Olive Branch Ministries is prohibited by Ohio law from employing anyone who has pled guilty to or been convicted of certain offenses. Please review the list of offenses below and then sign and date the attestation form on the page 10.

### **Tier 1**

- Aggravated Murder
- Murder
- Voluntary Manslaughter
- Felonious Assault
- Permitting child abuse
- Failing to provide for a functionally impaired person
- Patient abuse and neglect
- Patient endangerment
- Kidnapping
- Abduction
- Human trafficking
- Unlawful conduct with respect to documents
- Rape
- Sexual battery
- Unlawful sexual conduct with a minor, formerly corruption of a minor
- Gross sexual imposition
- Sexual imposition
- Importuning
- Voyeurism
- Former- Felonious sexual penetration
- Disseminating matter harmful to juveniles
- Pandering obscenity
- Pandering obscenity involving a minor
- Pandering sexually oriented matter involving a minor
- Illegal use of minor in nudity-oriented material or performance
- Soliciting/providing support for an act of terrorism

- Making terrorist threat
- Terrorism
- Medicaid fraud
- A conviction related to fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misconduct involving a federal or state-funded program excluding the disqualifying offenses set forth in section 2913.46 of the Revised Code (illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits)
- Conspiracy, when the underlying offense is any of the offenses or violations on this list
- Attempt, when the underlying offense is any of the offenses or violations on this list
- Complicity, when the underlying offense is any of the offenses or violations on this list
- A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

## **Tier 2**

- Involuntary manslaughter
- Reckless homicide
- Child stealing, as it existed prior to July 1, 1996
- Criminal child enticement
- Extortion
- Compelling prostitution
- Promoting prostitution
- Enticement or solicitation to patronize a prostitute, procurement of a prostitute for another
- Aggravated arson
- Arson
- Aggravated robbery
- Aggravated burglary
- Illegal use of supplemental nutrition assistance program [SNAP] or women, infants, and children [WIC] program benefits

- Workers' compensation fraud
- Identity fraud
- Aggravated riot
- Conspiracy, when the underlying offense is any of the offenses or violations on this list
- Attempt, when the underlying offense is any of the offenses or violations on this list
- Complicity, when the underlying offense is any of the offenses or violations on this list
- Carrying concealed weapon
- Illegal conveyance or possession of deadly weapon or dangerous ordnance in a school safety zone, illegal possession of an object indistinguishable from a firearm in a school safety zone
- Illegal conveyance, possession, or control of deadly weapon or dangerous ordnance into courthouse
- Having weapons while under disability
- Improperly discharging a firearm at or into a habitation or school
- Discharge of firearm on or near prohibited premises
- Improperly furnishing firearms to minor
- Engaging in pattern of corrupt activity
- Participating in criminal gang
- Corrupting another with drugs
- Trafficking in drugs
- Illegal manufacture of drugs or cultivation of marijuana
- Illegal assembly or possession of chemicals for the manufacture of drugs
- Placing harmful objects in food or confection
- A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

### Tier 3

- Cruelty to animals
- Prohibitions concerning companion animal
- Aggravated assault
- Aggravated menacing



- Menacing by stalking
- Coercion
- Disrupting public services
- Robbery
- Burglary
- Insurance fraud
- Inciting to violence
- Riot
- Inducing panic
- Endangering children
- Domestic violence
- Intimidation
- Perjury
- Falsification, falsification in theft offense, falsification to purchase firearm, or falsification to obtain a concealed handgun license
- Escape
- Aiding escape or resistance to lawful authority
- Illegal conveyance of weapons, drugs, or other prohibited items onto grounds of detention facility or institution
- Conspiracy, when the underlying offense is any of the offenses or violations on this list
- Attempt, when the underlying offense is any of the offenses or violations on this list
- Complicity, when the underlying offense is any of the offenses or violations on this list
- Funding of drug or marijuana trafficking
- Illegal administration or distribution of anabolic steroids
- Tampering with drugs
- Ethnic intimidation
- A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list.

#### **Tier 4**

- Assault

- Menacing
- Public indecency
- Soliciting after positive human immunodeficiency virus test
- Prostitution
- Deception to obtain matter harmful to juveniles
- Breaking and entering
- Theft
- Unauthorized use of a vehicle
- Unauthorized use of property, computer, cable, or telecommunication property
- Telecommunications fraud
- Passing bad checks
- Misuse of credit cards
- Forgery, forging identification cards
- Criminal simulation
- Defrauding a rental agency or hostelry
- Tampering with records
- Securing writings by deception
- Personating an officer
- Unlawful display of law enforcement emblem
- Defrauding creditors
- Receiving stolen property
- Unlawful abortion
- Unlawful abortion upon minor
- Unlawful distribution of an abortion-inducing drug
- Interference with custody
- Contributing to unruliness or delinquency of child
- Tampering with evidence
- Compounding a crime
- Disclosure of confidential information
- Obstructing justice
- Assaulting/harassing police dog or horse/service animal
- Impersonation of peace officer)
- Conspiracy, when the underlying offense is any of the offenses or violations on this list

- Attempt, when the underlying offense is any of the offenses or violations on this list
- Complicity, when the underlying offense is any of the offenses or violations on this list
- Illegal administration, dispensing, distribution, manufacture, possession, selling, or using any dangerous veterinary drug
- Drug possession, other than a minor drug possession offense
- Permitting drug abuse
- Deception to obtain dangerous drugs
- Illegal processing of drug documents
- Illegal dispensing of drug samples
- Unlawful purchase of pseudoephedrine product
- Unlawful sale of pseudoephedrine product
- A violation of an existing or former municipal ordinance or law of this state, any other state, or the United States that is substantially equivalent to any of the offenses or violations on this list

### Attestation Statement

Olive Branch Ministries will not employ any applicant with Tier 1 disqualifying offenses per rule. All other offenses in Tier 2-4 will be considered per rule and based upon discretion of agency administration.

- I attest that I have reviewed the list of criminal codes in Tier 1-4 as presented. I **also certify that I have not been convicted of or pleaded guilty of the disqualifying offenses listed.**
- I further agree to notify the employer ***within fourteen calendar days*** if, while employed by the provider, I am ever formally charged with, convicted of, or plead guilty to any of the disqualifying offenses listed or described in the list of non-qualifying criminal codes. My signature attests that I have been informed that my failure to report formal charges, a conviction, or a guilty plea may result in being dismissed from employment.
- I certify that I have been a resident of the State of Ohio for the last five years.
- I give Olive Branch Ministries permission to complete all background checks, which may include, but are not limited to the following:

1. Office of Inspector General
2. Sex Offender and Child-Victim Offender database
3. United States General Services Administration System
4. DODD Abuser Registry
5. DOH Nurse Aide Registry
6. Database of incarcerated and supervised offenders
7. References
8. Drug testing (for controlled substances, if providing non-medical transportation)
9. Ohio BMV (drivers only)
10. BCI
11. FBI, if not a resident of Ohio for the past five years

If your name appears negatively on checks 1-6, employment with our agency is prohibited; therefore, we will not employ nor continue to employ if an applicant's or employee's name appears on any of the above databases.

Please check each box to show that you have read and understand the information provided.

\_\_\_\_\_

Name (Signature)

\_\_\_\_\_

Date

**Completion of in-house training**

I certify that I have received training on Clay Yoder's ISP, including what is important to the individual and what is important for the individual. I have also received training in Clay Yoder's support needs, including behavioral support strategy and management of Clay Yoder's funds. I further certify that I have received training in Olive Branch's methods of documenting services provided under Clay Yoder's ISP.

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Name (Signature)

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Date

## For Olive Branch Administrative Use

### Documents Needed

- BCI Background Check (FBI if out-of-state in the last five years)
- Proof of completion of Initial Provider Training
- Proof of CPR/AED Certification
- Signed Attestation Form
- High school or college diploma or equivalent
- Copy of driver's license
- Driver's abstract
- Proof of in-house ISP training and orientation training
- Completed copies of tax forms
- Documentation of Rapback Enrollment

This process is not complete until Olive Branch Ministries has all of the above forms on file. Due to our legal obligations, we cannot allow *anyone* volunteer in a direct-care position without these forms on file. There are no exceptions to this policy.

When the forms have been completed, this final form is to be signed and dated by the director and the job applicant. At that point, the process is complete the new volunteer can begin to serve at Olive Branch Ministries.

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Director

Date

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Applicant

Date