

S. L. Jones Services, LLC - New Hire Mandatory Requirements (Updated)

All employees must complete and submit the following documents and trainings for their personnel file.

I. REQUIRED DOCUMENTATION (Immediate Submission)

- High School Diploma or GED (copy)
- Valid Driver's License or Florida ID
- Social Security Card (copy)
- Vehicle Registration & Auto Insurance (if transporting clients)
- Attestation of Good Moral Character (agency form)
- Three (3) Character References
- One (1) Job/Professional Reference

II. BACKGROUND SCREENINGS

- Local Background Check (every 5 years)
- FDLE/FBI Level 2 Background Screening (Fingerprinting) (every 5 years)
 - Completed through approved LiveScan vendor
 - ORI number provided by S. L. Jones Services, LLC
 - Must be cleared before providing services

III. REQUIRED FREE ONLINE TRAININGS

Completed via TRAIN Florida (www.train.org)

Note: Please do NOT create your own TRAIN Florida profile. Administration will create your profile for you.

- APD Zero Tolerance (every 3 years)
- APD Direct Care Core Competency (one-time requirement)
- Bloodborne Pathogens (annual)
- HIPAA Compliance (annual)

Cost: Free | Format: Online | Certificates required

IV. ADDITIONAL REQUIRED CERTIFICATIONS

- CPR & First Aid (every 2 years)

V. MEDICATION ADMINISTRATION TRAINING (CLIENT-DEPENDENT)

- 65G-7 Basic Medication Administration Training (annual)
- ONLY required if assigned to a client who requires medication assistance
- Not required for all employees
- Must be APD-approved and completed after client assignment, if applicable

IMPORTANT NOTICE

Employees may not provide unsupervised care until all required background screenings and mandatory trainings are completed.

All documentation must be submitted to Human Resources for inclusion in the personnel file. Failure to maintain compliance may result in disciplinary action, suspension, or termination.

Submit all documentation to:

Andrea Jones

Email: Ajonesljonesservices@gmail.com

Phone: 727-563-6376