



Requirements for Employment at Families First

Families First is an Accredited family service organization and is licensed through the State of Georgia to provide services to the state's most precious resource, our children. Families First strictly adheres to the Department of Human Services, Office of Regulatory Services rules and regulations for child caring and child placing institutions.

The following items MUST be on file in Human Resources before a candidate can be placed in ANY Families First position.

- Resume with identifying information**
- Complete 10 year employment history**
 - Any gaps in employment, no matter how small must be explained. If you do not have a 10 year employment history, explanation as to what you have been doing for the last 10 years must be outlined. (i.e. unemployed, going to school, stay at home mom, etc.)
- Documentation confirming Educational Qualifications**
 - Copy of diploma and certified copy of college transcripts. Families First reserves the right to reject copies of educational qualifications if validity of the document is ever in question
- Minimum of 3 professional references**
 - Professional references include former supervisors who can attest to the quantity and quality of work performed by the candidate
- Preliminary Background Check**
 - Preliminary Background Checks can be attained by going to a local police or sheriff station, presenting a valid photo id, and requesting a Georgia background check. There is a cost associated with obtaining this documentation and payment options vary according to the location. It is advisable to call ahead of time to confirm fee and acceptable payment type. Return your receipt and the original copy of results to Families First. You will be reimbursed.
- Fingerprint Records Check**
 - A nationwide background check is also required. You must complete a Criminal Records Check form (provided by Human Resources), receive an authorization number and location of a certified Live Scan Fingerprinting service. Take the authorization number to the Live Scan location, present it, get fingerprinted, request the confirmation number from the location attendant and return it to Human Resources.
- Drug Screening**
 - Families First will provide you with a release and documentation for a seven panel drug screening. Take the documentation and a

valid photo id with you to the drug screening location and complete the test.

In addition to the items listed above, the following items MUST be on file in Human Resources before a candidate can be placed in ANY CHILD CARING AND/OR CHILD PLACING position at Families First.

Health Screen within 30 days of employment

- Families First will provide you with a release and documentation for a health screening. Take the documentation and a valid photo id with you to the health screening location and complete the screening. Return all documentation to Human Resources.

Statement of Self-Disclosure

- All child caring and/or child placing employees must attest to and sign a disclosure stating that the employee has never abused, neglected, deprived or sexually exploited a child.

Department of Drivers Services Driving Record

- All child caring and/or child placing employees must provide a seven(7) year driving history and have a clear driving record. The driving record can be obtained from a local police department along with the Preliminary Background Check. Any charges incurred for this document will be reimbursed with proof of payment.

Defensive Driving Course

- All employees in positions that require the transport of agency clients or the use of agency vehicles must complete a six hour defensive driving course. The course must be completed before any work related driving takes place. Human Resources will assist you in selecting and scheduling a Defensive Driving Course. The agency has pre-negotiated rates at specific Defensive Driving Schools and will reimburse up to the negotiated rate for defensive driving courses taken elsewhere.

First Aid & CPR

- All child caring and/or child placing employees must complete CPR and First Aid training within the first year of employment and every two years thereafter for CPR and every three years thereafter for First Aid. The agency provides CPR and First Aid classes on premises. The ONLY acceptable CPR and First Aid certifications are those provided by or in conjunction with American Red Cross and American Heart Association. Online CPR and First Aid certifications ARE NOT accepted.