

Please understand that you need to have these completed before you are allowed to start working within any of our client's houses:

These are the items that **State** requires all our caregivers to have within their Employee Files

- **2 Step TB Test** – this can be done by your local MedExpress or FastERCare. They will give you an injection in your arm, then 2 days later you will return to have the site read. You then go back a week later. They will give you another injection in the other arm, then 2 days later you will return to have that site read. Once they have filled out the paperwork, please provide to us. Some PCP's are able to do a blood test called the QuantiFERON Gold Test. The TB Test is not something our company pays for, nor do we reimburse for. You have 30 days from the date of your application to get this to us otherwise you will be pulled from the schedule until you have provided this to us.
- **Valid Driver's License/ID**
- **Social Security Card / Birth Certificate**
- **Selfie** – for Work Badge
- **Proof of Residency** – this is something that shows you have lived in Pennsylvania for the last 2 years. It needs to have your name, a Pennsylvania address (does not have to be your current address), and a date from 2 years ago. This could be an old tax filing, old bill, old ID, old receipt. If you have not lived in Pennsylvania the last 2 years we will have to get you finger printed.
- **Direct Care Worker Certificate** – this is a 4–6-hour training that goes over things such as Patient Rights, ADL's & IADL's, HIPAA, Blood Borne Pathogens, etc.

Please understand that you need to complete the training before your start date,

<https://temple.thinkific.com/courses/take/direct-care-staff-training/lessons/12334831-welcome-and-instructions>

Once you have completed the training you will have to take the test, after taking the test you will receive a certificate.

Please be sure to save or screen shot the certificate and send to either email below:

Ali: Administrator (724) 369-3826

Jillian: Office Manager
jillianburford@reliablehh.org (724) 369-3955

Tatiana: Office Coordinator
tdepante@reliablehh.org (724) 393-0012

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