



EMPLOYMENT PRE-REQUISITE QUALIFICATIONS

What are employment pre-requisites?

Listed below, these are required to work in AiMHi’s programs. You will need to provide confirmation of these items when you are hired and keep your records up-to-date throughout your employment.

Guidelines:

Submit records to AiMHi’s reception in person or by email, to reception@aimhi.ca after you receive an employment offer. Note that our reception is closed between Noon and 1PM, do not bring items during this time.

1. Criminal Record Check – Criminal record checks are submitted through AiMHi. The cost is approximately \$28.00. Please obtain this from reception. This must show that no record exists to preclude you from working with AiMHi.
2. Drivers Licence – We need to take a photocopy of your Licence and subsequent renewals, for our records.
3. Drivers Abstract – Provide a Drivers’ Abstract when you are hired. You will need to have your Drivers’ Licence number handy and visit ICBC online at www.icbc.com or call ICBC at 1-800-950-1498. For future years, sign a form for AiMHi to get it straight from ICBC. This will verify that you are legally eligible to drive and that you have no outstanding traffic offences that pose a hazard to transport people we support.
4. Vehicle Insurance – We need a copy of your vehicle insurance, indicating that you have 2 million in liability as a minimum and Business Insurance.
5. Medical Assessment form – Take our form to your doctor to obtain medical clearance stating that you are mentally and physically capable of carrying out the duties of the job. Your doctor will charge a fee for this. If you do not have a family doctor, visit: www.cpsbc.ca/physician_search.
6. Proof of eligibility to work in Canada – If you are not a Canadian Citizen, provide us with your valid Government issued SIN number along with your Work or Student Visa or Permanent Resident card etc. We need to know that you are legally allowed to work in Canada and if there are any conditions.
7. TB Test

<p>Required training:</p> <ol style="list-style-type: none"> 8. FoodSafe 9. First Aid – Emergency First Aid Level C with CPR 10. CPI (Crisis Prevention Intervention) 11. Health and Safety 12. Person Centered Planning 13. Medication Administration 	<p>Optional training and education: AiMHi recommends the following four (4) courses available through CNC:</p> <ul style="list-style-type: none"> • CASS 130 – Ethical Foundations of Practice • CASS 140 – Positive Approaches to Teaching and Learning (Part 1) • CASS 145 – Positive Approaches to Teaching and Learning (Part 2) • CASS 150 – Life Planning and Support Systems
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