

NOTICE OF AVAILABLE POSITION (S): WOOD LANE RESIDENTIAL SERVICES, INC.

All applicants must complete/obtain:

1. Application for employment
2. Affidavit of Felony
3. Nepotism Disclaimer form
4. Disclosure Release form
5. Completed Reference Release form
6. High School Diploma or GED

Job application, position description, or other information may be obtained at the following location:

Wood Lane Residential Services, Inc.
545 Pearl Street
Bowling Green OH 43402
8am-4pm
(419)353-9577

Minimum Qualification Standards:

1. Must be able to move adult consumers, children, and adolescents in a safe manner. Must be able to move office supplies, public relations materials, and equipment required to perform essential job duties.
2. **Driving Positions Only:** Maintain Driver's license for the purpose of transporting consumers in a Board vehicle or personal vehicle.

Conditions of Employment

1. Successful completion of general orientation.
 2. Receipt of acceptable State Nurse Aide Registry inquiry.
 3. Maintain all licenses/certifications required by the WLRS (i.e., Behavior Shaping, First Aid, CPR, Med Pass, etc.)
 4. Have medical examination and a two-step PPD test to determine fitness for duty prior to providing direct care services or within 30 days of employment whichever comes first.
 5. **Driving Positions Only:** Possess/maintain acceptable motor vehicle record. **NOTE: Use of personal vehicle for transporting consumers requires proof of liability insurance.**
 6. Receipt of acceptable criminal background report from Bureau of Criminal Investigation and county sheriff's office of applicant's permanent address.
 7. For pre-employment substance abuse screening, a negative test is mandatory.
- NOTE: Employment contingent on successful completion of criminal background check as required by Section 5126.28, Ohio Revised Code. Wood Lane Residential Services, Inc. is an Equal Opportunity Employer and Provider of Services. If you are a person with a disability and require accommodations please advise our EEO Officer, Diane Harvey

ALL APPLICATIONS MUST BE SUBMITTED NO LATER THAN 12:00 P.M. ON DEADLINE DATE

Incomplete or Applications received after the posting deadline are not considered.

Open DRIVING Residential Assistant Schedules as of 1.27.12

POSITION	BRIEF DESCRIPTION	FACILITY	STATUS	APPOINTMENT HOURS	PAY RATE	POSTING PERIOD	BENEFITS	REQUIREMENTS
Nursing Supervisor	Ensures delivery of comprehensive health, medical & dietary program for adults with developmental disabilities and supervises staff.	Nursing	Full-Time Exempt	FLSA: 80 hrs BW	\$49,834-\$59,821 based upon education/experience.	Posted until filled	Health, Dental, Life Insurance; Sick, Vacation, Personal Leave.	Possess/maintain valid licensure as Registered Nurse with Pharmacology Certificate for the State of Ohio, 6 years nursing experience and 2 years supervisory experience. Completion of application packet. Must submit a resume and letter of intent.
Residential Assistant - Driving	Provide direct supervision and training to residents	WLRS	Part-Time Non-Exempt Varied Work Shifts	FLSA:	\$9.00/hr. entry-level pay during initial 150 days of employment without 1-year verifiable work exp. \$11.53-\$13.18/hour.	*Until Filled	Dependent on number of hours worked.	Completion of application packet.

*Residential Assistant positions/schedules are posted until filled and are subject to change daily. We would encourage you to indicate on the application all the schedules in which you are interested.

BAIR STAFF SCHEDULE (Bowling Green)

K	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
7			2-8p			2-8p				2-8p				4:30-10:30p
I: 17						6				6				5.5*
II: 11.5	5		6											
Total: 28.5														

K	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
10	3-9p		6-9a	6-9a	6-9a	6-9:30a					6-9a	6-9:30a	6-9:30a	4-9p
I: 18.5														
II: 15	6		3	3	3	3.5					3	3.5	3.5	5
Total: 33.5														

BROWN / DAVE MILLER STAFF SCHEDULE (Bowling Green)

G K	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
5	7a-3p HC 10p-12a HC	12-6a HC 10p-12a SD	12-6a SD 6-9a SD		6-9:30a HC	6-9a HC 4-8:30p HC			4-8:30p HC	6-9a HC 10p-12a SD	12-6a SD 6-9a SD		6-9a HC 11p-12a HC	12-7a HC 7a-3p HC
I: 38														
II: 37.5	8	6	6		3.5	3			4.5	3	6		3	7
Total: 75.5	2	2	3			4.5				2	3		1	8

G K	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
9			6-9a HC			6-9:30a HC 11p-12a HC	12-7a HC 7-3p HC 11p-12a HC	12-7a HC 7a-3p HC				6-9a HC	4-8:30p HC	
I: 23.5														
II: 22.5			3			3.5	7	7				3	4.5	
Total: 46						1	1	8						

DWIGHT MILLER STAFF SCHEDULE (Bowling Green)

K	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
4	4:30p-12a	7-10a		7-10a		7-10a			7-10a				7-10a	4:30p-12a
I: 16														
II: 13	7*	3		3		3			3				3	7*
Total: 29														

K	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
5			7-10a	6-9:15a	7-10a		4:30p-12a	4:30p-12a		7-10a	6-9:15a			
I: 16.25														
II: 13.25			3	3.25	3		7*	7*		3	3.25			
Total: 29.5														

ELDER HAUS I & II STAFF SCHEDULE (Bowling Green)

K	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
11	11:30a-6:30p FE													11:30a-6:30p FE
I: 7														
II: 7	7													7
Total: 14														

HADLEY / WILLIAMS STAFF SCHEDULE (Bowling Green/Weston)

I: 7						3-10p FE	3-10p FE						
II: 7						7	7						
Total: 14													

RESTLE STAFF SCHEDULE (Portage)

6	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 8.5		6:30-9a					3-9p	3-9p					6:30-9a	
II: 8.5														
Total: 17		2.5					6	6					2.5	

7	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 6	3-9p													3-9p
II: 6														
Total: 12	6													6

10	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 7							3-10:30p	3-10:30p						
II: 7														
Total: 14							7*	7*						

ROLLIE HAMPTON STAFF SCHEDULE (Walbridge)

6	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 38.5	4-10:30p	12-6a		6-7:30a	3:30-8p	6-8a	8a-1p		3:30-10:30p	12-6a		6-8a	6-7:30a	8a-1p
II: 33.5	10:30p-12a	6-8a		2-8p		3:30-8p			10:30p-12a	6-8a		3:30-8p		
Total: 72	6*	6		1.5	4.5	2	5		6.5*	6		2	1.5	5
	1.5	2		5.5*		4.5			1.5	2		4.5		

10	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 20.5	8a-7:30p			8a-3:30p		6-8a					8a-3:30p		6-8a	4-7:30p
II: 13														
Total: 33.5	11*			7.5		2					7.5		2	3.5

SUPPORTED LIVING/IO STAFF SCHEDULE (Varies)

5	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 11.25			5:45-8:30a			5:45-8:30a	2:30-8:15p		2:15-6:45p				5:45-8:30a	
II: 7.25														
Total: 18.5			2.75			2.75	5.75		4.5				2.75	

WERNER STAFF SCHEDULE (Portage)

3	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 11	6:30a-1p	6:30-9a				6:30-9a			6:30-9a			6-9a	6-9a	6:30a-1p
II: 14.5														
Total: 25.5	6*	2.5				2.5			2.5			3	3	6*

8	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 14	6:30a-2p	6-9a	3-7p						6-9:30a	6:30-9:30a				6:30a-2p
II: 18										2:30-7p				
Total: 32	7*	3	4						3.5	3/4.5				7*

WOJO STAFF SCHEDULE (Bowling Green)

3	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 40	12-7a	12-7a		7-11p	12-7a				2:30-7p		7-11p	12-7a	2:30-7p	3-11p
II: 32.5	3-11p	7-9:30a		11p-12a	7-9:30a						11p-12a	7-9:30a		11p-12a
Total: 72.5	7	7		4	7				4.5		4	7	4.5	8
	8	2.5		1	2.5						1	2.5		1

6	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 16		2:30-7p			7:30-9:30a	2:30-7p	3-8p					7:30-9:30a	7:30-9:30a	
II: 4					2	4.5	5					2	2	
Total: 20														

7	WEEK I							WEEK II						
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
I: 30	7a-3p		2:30-8p		2:30-7p	7-11p	12-7a	3-8p		2:30-7p	2:30-8p			10a-3p
II: 20					4.5	4	7	5		4.5	5.5			5
Total: 50	8		5.5			1								