

## PATHWAYS ABILITIES SOCIETY

### **POLICY: CERTIFICATION AND QUALIFICATIONS**

**Applies to:** All Personnel

All support workers are required to possess and provide originals of the following certifications upon hire:

- \*Post-secondary certification preferably in the Human Service Worker field
- Valid CPR / First Aid certificate
- TB skin test / X-ray
- Hepatitis B inoculation
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Food Safe Certificate
- Valid Class 4 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record

All support workers are required during their employment to possess and provide originals of the following valid certification:

- Valid CPR / First Aid certificate
- Valid Food Safe Certificate for employees working in a licensed facility
- Caring About Food Safety on-line course Certificate
- Valid Class 4 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record
- Physician's Declaration of good Physical and Mental Health

All supervisory staff is required to possess and provide originals of the following certifications upon hire:

- \*Post secondary certification in the Human Service Worker field
- \*Management or Leadership Certification
- Valid CPR / First Aid certificate
- TB skin test / X-ray
- Hepatitis B inoculation
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Food Safe Certificate
- Valid Class 4 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record
- Physician's Declaration of good Physical and Mental Health

All supervisory staff are required during their employment to possess and provide originals of the following valid certification:

- Valid CPR / First Aid certificate
- Valid Food Safe Certificate if they work in a licensed home
- Valid Food Safe Certificate for employees working in a licensed facility
- Caring About Food Safety on-line course Certificate
- Valid Class 4 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record
- Physician's Declaration of good Physical and Mental Health

The Finance Manager is required to possess and provide originals of the following certifications upon hire:

- \*Chartered Accountant, Certified General Account, Certified Management Accountant
- \*Computerized Accounting Certification
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Class 5 Drivers License or a valid reason for not
- Satisfactory Driver's Abstract or a valid reason for not
- Valid Business Class Car Insurance or a valid reason for not
- Satisfactory Criminal Record

The Finance Manager is required during their employment to possess and provide originals of the following valid certification:

- \*Chartered Accountant, Certified General Account, Certified Management Accountant
- Valid Class 5 Drivers License or a valid reason for not
- Satisfactory Driver's Abstract or a valid reason for not
- Valid Business Class Car Insurance or a valid reason for not
- Satisfactory Criminal Record
- Physician's Declaration of good Physical and Mental Health

All management staff are required to possess and provide originals of the following certifications upon hire:

- \*A completed university degree or college diploma in the field of social service delivery and management
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Class 5 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record

All management staff are required during their employment to possess the following valid certification:

- \*Certification that may be related to their specific field
- Valid Class 5 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance

- Satisfactory Criminal Record
- Physician's Declaration of good Physical and Mental Health

All professional or administrative staff are required to possess and provide originals of the following certifications upon hire:

- \*A completed degree or college diploma in their specific field of hire
- \*Certification or license in their specific field
- Physician's Declaration of good Physical and Mental Health completed by a physician who has known the person for a minimum of two years
- Valid Class 5 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record (completed within 3 months)
- Physician's Declaration of good Physical and Mental Health

All professional or administrative staff are required during their employment to possess the following valid certification:

- \*Certification or license in their specific field
- Valid Class 5 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record
- Physician's Declaration of good Physical and Mental Health

Failure to maintain the required certification and qualifications will result in disciplinary action, including immediate dismissal.

Existing employees as of the date of the policy was first approved without the appropriate certification are "grandfathered" with regard to the above stated \*requirements.

Effective/Revision Date

March 27, 2017  
November 23, 2020

Board Approval

Date Approved

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