

PATHWAYS ABILITIES SOCIETY

POLICY: CERTIFICATION AND QUALIFICATIONS

Applies to: All Personnel

Original Approval Date: March 27, 2017

Date Board Approved: July 29, 2024

Replaces Policy Dated: May 27, 2024

Board Member's Signature

Upon hire, support workers are required to possess, maintain and provide originals of the following certifications:

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

Depending on the agency's needs and the circumstances, a casual support worker may not be required to possess a valid Class 4 driver's license. Each circumstance will be assessed by management personnel who will determine if the requirement is necessary; however, to post or be hired into a permanent position, they must obtain, possess and maintain all the requirements of a support worker, including a Class 4 driver's license.

All supervisory employees are required to possess and provide originals of the following certifications upon hire and maintain them during their employment:

- *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
- COVID vaccinations
- Immunization Confirmation

- **Physician's Declaration of good Physical and Mental Health completed by a preferably a physician who has known the person for a minimum of two years
- Valid Food Safe Certificate or equivalent
- Valid Class 4 Drivers License
- Satisfactory Driver's Abstract
- Valid Business Class Car Insurance
- Satisfactory Criminal Record

Permanent support workers and supervisors who do not work in the homes, upon expiry of their Food Safe can renew or are required to complete the Caring About Food Safety online course.

The Finance Manager is required to possess and provide originals of the following certifications upon hire and maintain current during their employment:

- *Chartered Accountant, Certified General Account, Certified Management Accountant
- *Computerized Accounting Certification
- **Physician's Declaration of good Physical and Mental Health completed by preferably a physician who has known the person for a minimum of two years
- COVID vaccinations
- Immunization Confirmation
- Valid CPR / First Aid certificate
- Valid Food Safe Certificate or equivalent
- 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

All management employees are required to possess and provide originals of the following certifications upon hire and maintain current during their employment:

- *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 preferably a physician who has known the person for a minimum of two years
- COVID vaccinations
- Immunization Confirmation
- Valid CPR / First Aid certificate
- Valid Food Safe Certificate or equivalent
- 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

All professional or administrative employees are required to possess and provide originals of the following certifications upon hire and maintain current during their employment:

- *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 preferably a physician who has known the person for a minimum of two years
- COVID vaccinations

- Immunization Confirmation
- Valid CPR / First Aid certificate
- Valid Food Safe Certificate or equivalent
- 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

All social ventures employees not referred by CLBC are required to possess and provide originals of the following certifications upon hire and maintain current during their employment:

- Satisfactory Criminal Records Check
- **Physician's Declaration of good Physical and Mental Health completed by preferably a physician who has known the person for a minimum of two years
- Valid CPR / First Aid certificate*
- COVID vaccinations
- Immunization Confirmation

* A comparable form of post-secondary education and/or experience may be considered.

**Immigration documents may be accepted in place of the Physician's Declaration, Hep B, and/or TB test on a case-by-case basis when applicable, providing they provide test results and vaccine records.

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.