



Valley Integration to Active Living Society (V.I.T.A.L.S.)

New Hire Pre-Requisites

First Aid:

You must hold a valid First Aid Certificate.

Call Cowichan Valley Training Centre (250)-746-4058 @ 205-169, Craig Street, Duncan

Call Alert First-Aid Inc. (866)-282-5378 @ 300 Brae Road, Duncan, BC

Call C.V. St. Johns Training (250)-897-1098 @ #84-1742 Cliffe Avenue, Courtenay

To register for the next available course (Emergency First Aid-Community Care).

If you already hold a First Aid Certificate check with us as to its acceptability. The cost is approximately \$95.00.

Driver's Abstract:

You apply for this service at the

Service BC Center @ 5875 Duncan Street, Duncan (250)-746-1400

Service BC Center @ 2500 Cliffe Avenue, Courtenay (250)-897-7500

or by calling 1-800-663-3051 or go on line at www.icbc.com

Doctors Certificate of Good Health:

Along with a copy of the position description for a Community Support Worker we will provide you with a medical assessment form. You would be required to have your doctor sign the form stating that you are mentally and physically capable of carrying out your duties with Vitals. There may be a charge from your doctor for this.

Class 4 Driver's License:

The ability to obtain a Class 4 driver's license is required during your 3 months of probation. You can get the manual at 5875 Duncan Street (250)-746-1400

Tuberculosis (TB) Test:

To meet licensing requirements we are required to ensure our employees have a clear TB test.

Duncan

Locations that offer TB tests:

- 1) Margaret Moss Mental Health Unit @ (250)-737-2021, 675 Canada Avenue in Duncan
- 2) Lake Cowichan Health Unit @ (250)-749-6878
- 3) Nanaimo Travel Clinic @ 1-(888)-288-8682, 2980 N Island Hwy #420, Nanaimo, BC V9T 5V4

Courtenay

Courtenay call the Comox Valley Community Health Center at (250)-331-8520, 961 England Avenue and make an appointment to have a test for tuberculosis done.

Immunizations:

You will need to provide a copy of your immunization records that state that you have had all of your childhood vaccinations done.



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Flu Shot:

You will be required to have a flu shot or wear a mask during the flu season as dictated by Vancouver Island Health Authority.

***Once you are interviewed and proceeding to the next step:*

Ministry of Children and Family Development (MCFD) Consent for Prior Contact Check and Consent for Disclosure of Criminal Record Information:

You will complete the MCFD forms at the Vitals main office or Thorpe House, after your interview. The MCFD forms must come back showing "No concerns were identified in the screening process" before you are able to work with Vital Society. There is no fee.

Criminal Record Search:

You will complete the Criminal Record Check at the Vitals main office or Thorpe House. The Criminal Record search must show that no record exists to preclude you from working with Vital Society. The cost is \$28.00 (cash or cheque only)

We need to complete your application file by verifying and copying the originals of all-pre-requisites.

Copying must be done at the VITALS office as the original documents must be verified.