

# Visions America Community Development Corporation

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## IN-HOME AIDE SERVICE CONTRACT

I \_\_\_\_\_ as a sub-contractor for Visions America Community Development Corporation In-Home Aide Service do agree to the following:

- Undergo a criminal background check
- Have one (1) year experience and MBON Certificate as a C N A
- A minimum of high school diploma or high school equivalency certificate
- Receive four (4) in service training programs on topics related to safe and effective service provision to clients, and / or skills needed to maintain C N A certificate for a minimum of twelve (12) hours of training, including training in C P R
- An evaluation from an R N on a monthly basis
- Submit references of previous services in this field
- Submit a copy(ies) of certificates received in adult care
- Submit documentation with contractors name, address, birthdates, telephone number and social security number
- Comply to all chore services outlined for each client
- Extend courtesy along with a warm welcome to each and every client
- Always be prompt for each clients appointment
- Always notify clients of delay 15-30 minutes prior to appointment
- Always maintain client / provider confidentiality along with honesty and trustworthiness
- Not to falsify, conceal, or suppress a material fact by any scheme or device whether by statement or a false writing of a document

- Not to abuse, neglect or exploit any client but always demonstrate professionalism through gentleness, kindness and attentiveness that will promote confidence and security
- Payment for services will be dispersed bi-weekly
- File all payments received to the IRS

Failure to comply with state requirements will result in termination as a sub-contractor  
VISIONS AMERICA COMMUNITY DEVELOPMENT CORPORATION IN-HOME AIDE  
SERVICE.

In Addition to the above contract, an addendum for the following is needful:

1. Copies of C N A Certification and Training received
2. A copy of your Drivers License
3. A copy of C. P. R. and 1<sup>st</sup> Aide Training (Front & Back)
4. Background Check Returned