

EMPLOYEES OR VOLUNTEERS IN FOSTER HOMES

Please complete this form if you plan to employ staff or a regular volunteer in a foster home or foster group home. The definition of "**regular volunteer**" means a person who volunteers for at least one day a week for at least five consecutive weeks per 7 AAC 50.900(41).

Operation & Management 7 AAC 50.120

How do you plan to screen employees and volunteers for qualifications and background?

How do you plan to schedule and supervise employees and volunteers?
(Please include the number of children, and the number of staff on duty at all hours.)

Qualifications And Responsibilities 7 AAC 50.210

Please attach the personnel forms you use, including:

1. Employment Application form (D084-LIC-17) (Note: This does not apply to an **occasional** volunteer and a member of the licensee household.),
2. At least three (3) positive references (one un-related) on a prospective employee,
3. At least one (1) positive reference on a prospective regular volunteer (Note: This does not apply to an **occasional** volunteer and a member of the licensee household.),
4. Foster Care Employee Training Record (D084-LIC-05), and
5. Medication Record (06-9180).

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Medication 7 AAC 10.1070

Who will give medication in the foster home?
(Designated staff only)

Orientation And Training 7 AAC 50.250

Orientation must be completed within eight weeks from date of employment and cover:

1. The policies and procedures, including responsibilities of the caregiver;
2. Satisfying special needs of specific children, where appropriate; and
3. Emergency procedures and health and safety measures.

Who will give the employee orientation?

Life and Fire Safety 7 AAC 10.1010

Training is required for all employees on the foster home's disaster preparedness and emergency evacuation plan.