



REGION I OFFICE OF HUMAN DEVELOPMENT

Area Offices

Area I – Chadron/Alliance
Area II – Scottsbluff/Gering
Area III - Sidney

Central Office

2603 Circle Drive PO Box 1327
Scottsbluff, NE 69363-1327
308-635-3444 fax 308-635-6596
email: info@regohd.org

Employment Requirements

Please read the following prior to filling out an application.

- a. Anyone hired who will be working directly with individuals in services are subject to criminal background checks, sex offenders registry, as well as checks with the Health and Human Services' Central Registry of Abuse and Neglect per state statute.
- b. Per state statute, Region I Office of Human Development cannot hire anyone found to be convicted of any of the following crimes:
 - i. Child pornography;
 - ii. Abuse of a child or vulnerable adult;
 - iii. Felony domestic assault;
 - iv. Misdemeanor domestic assault within the last five (5) years;
 - v. Shoplifting after age 19 and within the last three (3) years;
 - vi. Felony fraud within the last ten (10) years;
 - vii. Misdemeanor fraud within the last five (5) years;
 - viii. Possession of any controlled substance within the last five (5) years;
 - ix. Possession of any controlled substance with intent to deliver within the last ten (10) years;
 - x. Felony assault without a weapon in the last ten (10) years;
 - xi. Felony or misdemeanor assault with a weapon in the last fifteen (15) years;
 - xii. Prostitution or solicitation of prostitution within the last five (5) years;
 - xiii. Felony or misdemeanor robbery or burglary within the last ten (10) years;
 - xiv. Rape or sexual assault; or
 - xv. Homicide.
- c. Any employee who is or will be working directly with persons receiving services shall notify the Area Director if his/her name is placed on the Health or Human Services Central Registries or if they have been convicted of any of the above crimes.
- d. All Region I Office of Human Development Employees must:
 - i. Be at least 18 years old
 - ii. Be able to read, write and comprehend the English language

Our mission is to be a learning organization which believes in each individual's capabilities and adds value to the lives of the people with disabilities, whom we support, our employees and the community.

- iii. Prove eligibility to work in the United States, as listed on the I-9 Employment Eligibility form (such as Social Security Card, driver's license, birth certificate, work Visa, etc.)
- iv. Have a minimum of a high school diploma or General Equivalency Diploma (GED) and be able to provide documentation at the time of employment
- v. Have an agency health screening
- vi. Attend required, paid training
- vii. Have a valid driver's license subject to the agency Policy Concerning Employee Driving Records; driving records may be checked with the Department of Motor Vehicles to ensure compliance with the policy
- viii. Have their own liability insurance coverage for their personal vehicle if used for Agency business

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