



Region I Office of Human Development

Area Offices

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

Central Office

PO Box 1327, 2603 Circle Dr.
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 being considered for employment who will be working directly with individuals in services are subject to pre-employment criminal background checks, sex offender's registry, as well as checks with the Health and Human Services' Central Registry of Abuse and Neglect per state statute and the Nurse Aide Registry.
- b. Per state statute, Region I Office of Human Development cannot hire anyone found to be convicted of any of the following crimes regardless of classification:
 - i. Homicide or manslaughter;
 - ii. Child pornography;
 - iii. Human trafficking, sex trafficking, or labor trafficking;
 - iv. Neglect, physical abuse, or sexual abuse;
 - v. Rape or sexual assault;
- c. 5-year exclusion from date of conviction, regardless of classification:
 - i. Medicaid fraud, waste, or abuse crimes*
 - ii. Abuse, neglect or exploitation related crimes against Medicaid participant;*
- d. The following are exclusions: Felony- 5-year exclusion from the date of conviction. Misdemeanor- 3- year exclusion from date of conviction:
 - i. Assault, domestic violence, or terroristic threats;
 - ii. Destruction of property;
 - iii. Fraud;
 - iv. Controlled substance/drug use, possession or distribution related crime;*
 - v. Prostitution;
 - vi. Solicitation of prostitution;
 - vii. Robbery, burglary, or any manner of theft;
 - viii. Weapons charges
- e. The following are a 5-year exclusion from the date of the most recent conviction of traffic violations for:
 - i. Driving under the influence: two of any combination of DUI charges pending or convictions;
- f. Duration of protective order:
 - i. Currently the respondent of a protection order;
 - ii. Active warrant;

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*Two offences = 10 year exclusion; three or more offences = permanent exclusion.

- g. 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.

- h. 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
 - 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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