



12.4 QUALIFICATIONS

The actual hiring of an employee is based on the qualifications of the applicant, as determined at the sole discretion of LADD. Employees must be at least 18 years of age, continuously meet the Job Essentials, (with or without accommodations) be of good moral character, be capable of handling emergency situations, be suitable to meet the physical, emotional and social needs of each person who receives support services, perform job responsibilities and follow the Mission, Vision and Values of LADD.

At the time of hire applicants for job positions must meet the program requirements.

If driving is required they must have a valid driver's license and must have a driving record that meets insurability requirements. An MVR (Motor Vehicle Report) will be obtained on employees requiring a valid license at the time of hire.

Employees working in licensed programs must also meet the State of Michigan licensing requirements. Employees will be drug screened at time of hire and may be tested randomly throughout employment.

[Click Here to View the Drug Policy](#)

No practice or behavior inconsistent with or in conflict with individual moral and ethical conduct required by LADD shall be tolerated from employees. Any failure to maintain these ethical and moral standards may be grounds for counseling and/or immediate dismissal from employment. Honesty and integrity/Stand In Truth are an employment requirement. Employees must meet the core competencies listed in their job descriptions.

Employees are considered role models. Therefore, employees are held to a stricter standard of behavior and practice than in most other jobs in both their work and their personal lives. Counseling may be required, and these employees may face dismissal for behavior and practices deemed to be inappropriate in fulfilling their function as role model if it conflicts with the requirement of "Good Moral Character".

[Click Here to View the Good Moral Character Policy](#)

WE MAKE THE DIFFERENCE