

Application Checklist

[] Completed On-PACE Program Application

Please take your time with each question on page 2. We appreciate thoughtful and honest answers. You may use additional pages if necessary.

[] Completed On-Track Employment Application

If you are a current OnTrack employee, this step is not required.

[] Resume highlighting your work and education history

Please provide information about your employers and any educational programs that you have been working with over the past five years. Attach a copy of your resume to this application.

[] 3 letters of recommendation

Ideally, one recommendation should be from a prior supervisor. These recommendations should be from someone who can address:

- Your ability to work as a member of a team.
- Your work ethic.

[] Signed program policies agreement

This can be found at the end of this document.

Submitting your application

Please submit in one of the following ways:

Email: jobs@ontrackroguevalley.org

Mail: OnTrack Rogue Valley On-PACE Program
300 W. Main Street
Medford, OR 97501

Application deadline:

Cohort programs start on a rolling basis. We suggest you apply early. Once we receive your application, you can expect to hear from us within 10 business days. You will be informed if you have been selected for an interview. Please note, only completed application packets will be considered.

Information and interest section: please use additional pages if necessary.

Name:

Describe the On-PACE Program as you understand it.

What interests you about the On-PACE Program, or this line of work?

Tell us about your short term and long-term goals.

How do you see the On-PACE program supporting you in meeting those goals?

On-PACE Program Policies

Program participants will sign a trainee commitment letter upon acceptance into On-PACE. This letter details the terms, stipend distributions, and consequences for not completing experiential training.

Level I: A high school diploma or GED is required. Per state guidelines, all applicants must register with the Mental Health and Addiction Certification Board of Oregon (MHACBO), sign an ethics contract, pass a background check with exclusionary criteria of ORS 443.004/OAR 407-007-0277, Crimes.

Program participants will spend three months working in direct care or office support positions at OnTrack, Inc., and demonstrate professionalism, reliability, attention to detail, a high level of customer service, ethics and boundaries, and philosophical alignment with OnTrack’s clinical practice. This includes person-centered care, treating clients with dignity and respect, interpersonal skills that include forming professional and positive relationships with clients, co-workers, departments, and management. Participants must demonstrate an ability to remain calm and non-reactive when faced with challenging clients or circumstances.

Program participants must have a basic degree of competence in writing and navigating computer systems, able to follow policies, procedures, and protocols, and have no disciplinary actions. A competency evaluation for clinical work will be performed at 90 days.

Level II, CADC and/or QMHA apprenticeship: Certification of completion of Level I core clinical curriculum required. Demonstrated proficiency and aptitude required.

Curriculum Outline

Pre-Certificate: All program participants attend new hire training. Structured training and cohort meetings will be facilitated by agency leaders that address agency policies, protocols, and areas of compliance that includes ethics, boundaries, and mandatory reporting. All program participants must complete cultural competency training, specifically designed for the behavioral health workforce. On-PACE curriculum meets or exceeds state guidelines and CARF accreditation standards.

I agree that I meet program criteria and will follow these standards.

Name (print): _____

Signature: _____ Date: _____