

Community Learning Center Employment FAQ



How do we train our employees?

Employees are required to complete the following trainings:

Prior to working with children and annually:

- Health and Safety Course 1&2 (8 Hours)
- Health and Safety Refresher course (Annual) (2 Hours)
- Blood Borne Pathogens (30 Minutes)

Within 90 days of hire:

- Adult CPR (Expires after 2 year) & First Aid (Expires after 3 years)
- CCEI Online Training (Annually)
- HIPAA (Annually)

Within 6 months of hire

- Your Role as Direct Care Staff
- Health
- Medications
- Environmental Emergencies
- Working With People
- Cultural Diversity Training (required Annually)

Do I have an annual training requirement?

All employees have an annual requirement to meet. The training hours are based upon position within the organization. The minimum training requirement is set at twenty-four hours, typically done in the month of December.

How do we screen applicants?

Criminal Background Screening: As part of the hiring process, Comstock Community Center checks the criminal history backgrounds of all candidates. These clearances are captured through the Michigan State Police for criminal history (iChat) and driving records (if needed) through the Secretary of State for Michigan or any state which you resided in for the past 10 years.

Child Protective Service Screening: Comstock Community Center verifies with the Department of Human Services or applicable state agency, that an individual does not have any substantiated abuse or neglect proceedings against them.

Medical Screening: Prior to hire, each staff member is required to complete a TB test and receive a negative result.