



## Let us tell you about Bios...a Realistic Job Preview

### Welcome to Bios!

We are pleased you are considering a career with us. This Realistic Job Preview is to give you some information about the work we do and the company we are. We hope this will help you make an informed decision about whether Bios seems like the right place for you.

### What do we do at Bios?

At Bios we teach people life skills and provide supports so they can be valuable members of neighborhoods, work places and communities. By helping people be as independent as possible in these important areas, we “Empower People to Reach Their Dreams.”

### Who do we work with?

We work with people with developmental disabilities. A developmental disability is a disability that:

- Happens before a person is 21 years old
- Keeps them from developing normally
- Results in mental retardation (IQ below 70)

The people we serve have a range of abilities. Some people we serve require lots of help to get through the day. They need help with bathing, toileting, dressing, grooming and moving from place to place. Other people may just require assistance organizing and managing their days. We also serve people don't handle day-to-day frustrations well and they lash out by yelling, screaming, cussing or becoming physically aggressive.

### How did Bios start?

Bios was founded by a group of family and friends who have friends and loved ones with disabilities. We saw that the biggest barrier people faced was that most people in the world don't see people with disabilities as fully and valuably human. We decided to start a company to support people with disabilities in a way that helps the world value their humanity. This way, we can help them have “Better Lives” and “Empower” them to “Reach Their Dreams.” Bios is still run by members of the family who started it.

### Why is this important to you?

Everything you do as a Bios employee represents our family. We want all our employees to provide great service to our customers in a way that is consistent with our **Bios Statement of Principles**.

## **Bios Statement of Principles**

All people have value.

All people are capable of growth  
and development.

All people deserve to be treated with dignity.

All people must be involved in and carry  
primary responsibility for the decisions,  
which affect their lives.

All people should live and work in the most  
natural settings.

All people should live in and be a part of  
their communities.

All citizens have the right to fully exercise  
their rights as guaranteed by the Constitution  
of the United States.

All people have the right to natural,  
meaningful relationships.

All people are unique and have the right to live as individuals

### **What can you expect from Bios?**

At Bios, we will expect great things from you! We value you and we want you to be the best you can be. We provide lots of opportunities for you to grow and develop professionally and personally. We reward you with annual performance and recruiting bonuses when you perform well in these areas. We pay our employees as much as we can, based on the amount of money the states of Oklahoma and Tennessee pay us. We advocate for your profession and people with disabilities and constantly work to make sure your issues are put in front of our law makers and policy makers.

**Current Pay Scale:** \$7.00-\$11.00

**Hours:** We provide services 24 hours per day, 7 days a week. Schedules are broken down into shift work that varies depending upon the schedule of the person you serve. Shifts can run days, evenings and/or weekends. To be considered full time, you must work 32 hours per week. Part-time is considered 31 hours per week or less.

**Benefits:** We pay mileage for you to use your vehicle for work when it is part of a person's program or approved by your supervisor. Full time employees are eligible for health benefits, paid time off and annual performance bonuses and we provide incentive bonuses for employees who refer new employees.

**What will your work be like?** You will work with 1-3 people in their home or at their work site. You will assist them to be as independent as they can be and you will work hard to help them have regular friends in the community.

**At Home:** At home you will help people take care of themselves and their home. This means providing the level of support they need to be clean and look nice and have a clean, safe and pleasant home. At home you will also work on their communication and social skills to make it easier for them to make friends.

**In the Community:** You will drive people to the places they need and want to go. You will learn about their communities, things to do in the community and important people in the community. You will help them learn communication skills, money skills, and how to get around their community. You will help them use public resources such as transportation and attend entertainment activities such as movies, parks, shows, concerts, shopping and dining out.

**At work:** You will learn what the person needs to do to be successful at his/her job and you will help him/her learn those skills. You will be a “cheerleader” for her to be successful! You will also help him/her work on social and communication skills.

**How will I know what to do and how to help my person be successful?** Every person Bios serves has a group of people who know him/her well. These people are available to assist, support and teach you. Additionally, each person also has a “story” of his/her life and goals. This story is contained in documents such as: Individualized Plans or Individual Support Plans, Behavioral Support Plans, professional assessments, Positive Rituals stories, etc. You should expect to spend a lot of time familiarizing yourself with your customer’s program by learning all the information about him/her. You must also get to know family members, friends and other DSP’s.

**What kinds of frustrations or barriers will I face?**

- We serve people in their own homes and at their own jobs. You may be the only Bios employee at a particular job or home. You probably will not have an immediate supervisor with you most of the time. Many people are used to having other employees to work with during their work day and an on-site supervisor. This may take some getting used to for people who are new to the field.
- We serve people with disabilities. Sometimes they are not good at handling difficult situations. They may get frustrated or angry and they may behave in ways that you don’t typically expect adults to behave. They might act rudely, yell, cuss or try to hurt themselves or others.
- We serve many people who cannot take care of themselves. They need help bathing, dressing, grooming, toileting. If you serve a person with physical limitations, you will

have to help him/her with these activities. You may help people in the restroom, help them get dressed, help them in the bathtub or shower, feed them food, change adult briefs, help them walk or transfer or use a wheelchair or walker.

- Most people in the world have not encountered people with disabilities and do not recognize them as valuable humans. They may make fun of them. They may avoid them. They may treat them like children. You will encounter these types of prejudices and behaviors from other people in the community. It is frustrating and it is heartbreaking. Your job in these circumstances is to be a good ambassador of yourself, the person you serve and Bios. You should be a wonderful role model of respecting the person you serve and treating him/her in a dignified manner and you should be patient with and respectful of the frustrating person/people you are dealing with. By doing this, you will help change the world, one person at a time!
- You will not get rich in this business. The amount of money we make to pay our employees is dependent on lawmakers and tax payers. We ALWAYS work very hard to advocate for the most money for our employees, but the way of our society is that entertainers, professional athletes and stock brokers are more valued than care givers, teachers, police officers and fire fighters...BUT we'll keep up the fight and so should you!

**What are the good things about this job?** Bios is a great organization with a great mission. You will always be valued and appreciated here. You will be in the business of changing lives and there is no greater reward than helping someone learn new skills. By helping people learn new life skills, you get to do fun things at your job: take people to movies, go to visit their families, help them visit the bank or post office, help them learn household chores.

**We hope this job preview will help you understand the type of work we do and the type of company we are. If it looks interesting to you, we want you to continue the application process toward becoming a Bios team member. If you have decided not to proceed, we hope you will leave us with a better understanding of people with disabilities and a better appreciation for those who work hard to “Empower People to Reach Their Dreams.”**