

Thank you for your interest in applying as a caregiver for OptimistPrimeCare (OPC), below you will find an overview of our hiring process;

Step 1, Request a caregiver application packet. This will include all the information required to authorize your eligibility to work via Federal and State background checks. If you have received this application electronically, the required documents will be numbered 1-10. **You must complete and sign each document in the application, and you must include the four items below when returning your application. Incomplete applications will not be processed.**

1. If you are an existing caregiver, you must have an active HCA ID and your ID number must be included on your application. This is a requirement for Department of Social Services (DSS) association. If you do not know your HCA ID you can look it up through the Guardian website; <https://www.cclid.dss.ca.gov/hcsregistry/registrysearch.aspx> If you do not have an active HCA ID you will need to apply for one (The cost is \$35 and the ID is valid for 2 years).
2. Caregivers must have a current TB test before onboarding. (Current means within the past 730 days or two years) If your test reads negative, include a copy of the test result with your application. If your test has been positive you must include an X-Ray less than 2 years old that shows no active TB infection. A previous employer may have your most recent TB test results on file. If so they are required to provide that to you at no charge. If you have never had a test you can get one at Wellness Mart or another local lab: <https://wellnessmart.com/tb-live-scan/> The cost is usually less than \$50 and they can mail your results back to you in a few days.
3. Caregivers must have a current CPR/AED certificate. Certificates are valid for 24 months from date of issue. If you do not have a current CPR certificate you can take an online class to get one through the National CPR foundation; <https://nationalcprfoundation.com/courses/standard-cpr-aed-first-aid/> The cost is \$14.95 and the course takes less than 30 minutes. We are required to keep a copy of your CPR certificate on file so please provide a copy of your certificate when returning your paperwork.
4. You must have at least one US Government issued ID. These can include US Social Security card, a state driver's license with the Real-ID symbol or a US Passport.

**Please mail or deliver your completed and signed documents along with your HCA Person ID, TB test results and CPR certificate to advance to the next stage of the hiring process:**

**OptimistPrimeCare C/O Human Resources  
939 Old Ranch House Rd.  
Rocklin, CA 95765-6285**

These are the minimum requirements to get an onboarding appointment with Human Resources. Once your documents have been approved by the DOJ and DSS you will be asked to come to the office for the final stage of the onboarding process.

During your onboarding appointment you will make your federal withholding selections, provide your direct deposit information for your paycheck and review the OPC entry level training course. If you are an experienced caregiver you should have no problem with the entry level course and test as it covers the basic rules caregivers are required to know to maintain their HCA license. You will also receive hands on training for the mobile app you will use to track your work hours, upload signed timecards, etc. The training and onboarding process can be as fast as 2 but may take as long as 4 hours, depending on how fast you read and how much experienced you have around HCA rules and regulations.

**Bring the following items to your onboarding appointment; Your government issued ID, a copy of your current (unexpired) car insurance, car registration and recent driving record.** Your driving record can be requested online at the Department of Motor Vehicles here; <https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/> The cost is \$2 and you can print it at the office.

If you do not drive the driving related items will not be required but the probability of you being assigned a client is significantly lower as most clients require at least occasional errands or transportation to appointments. (You will be reimbursed for mileage if asked to drive a client)

Finally, if you have a recent photo of yourself that you like, passport sized or approximately 2" x 2", we can use that for your OPC ID badge. If you don't have a photo we can take one for you. ID Badges are not required presently but will be required in the future as an additional method of protecting OPC clients.