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Dear Potential Future Employee,

As a someone interested in potentially working with Breakthrough Developmental Services (BDS), we felt it was important to give you this packet of information. It includes the facts for *you* to begin to assess if you align with the company culture at BDS.

It doesn't matter if you are applying to be an Admin, RBT, BCBA, or Intern. Everyone's input and service are valued here. In this packet, you will find details concerning the following areas:

- Mission Statement
- Core Values
- The Process of Getting Hired
- After You Join Our Agency
- Scheduling
- Mileage Reimbursement
- What are You Searching For?
- What to Do Next

We hope this packet provides you with the basic information that you need. You are also encouraged to visit our website and look for information there.

### **Mission Statement**

At Breakthrough Developmental Services (BDS), we are dedicated to making a positive difference in the lives of people through the use of applied behavior analysis (ABA). At BDS we believe, that everyone can be assisted towards gaining greater independence and confidence. Additionally, it is the goal of the company and our staff to promote a greater understanding of ABA in the larger community.

### **Core Values**

Our Core Principles are our W.I.L.L Believe it or not, most of it cost us nothing. So, you could say it's free WILL.

Wellness

“You can’t pour from an empty cup.” Taking care of yourself is important. Whether it’s a “Sick Day,” “Mental Health Day,” or a vacation it is imperative that you take care of you. Going to the doctor and knowing when to relax shouldn’t be luxuries. We aim to treat the whole person and provide the high-quality services while keeping ourselves healthy and encourage our patients to do the same.

#### Innovation

Thinking inside and outside the box, making the box a pentagon or star if need be. We don’t rest on the “tried and true.” We are willing to implement other scientifically proven theories and techniques or apply them in a new way. We are willing to ethically study a hypothesis or theory from another field and see how it may be implemented in ours.

#### Learning

As scholar-practitioners, we are constantly learning as we apply our craft. We also encourage mentorship, continuing education, research and continual reading of journal articles. We love to learn new things... it doesn’t matter if it is about a culture, language, or behaviorism. We want to take it all in.

#### Level-up

JFK is quoted as saying, “A rising tide lifts all the boats.” As we learn and master skills, techniques, and principles we are able to implement technology, synthesize and form hypotheses, research, study, and teach others who also want to learn (dissemination of information).

#### **Process to Getting Hired**

If after you have reviewed this documentation, you feel you would be a good fit for this company, we welcome you to apply. Part of the reason we decided to put this packet together is to help you decide if this is someplace you would like to be. Our goal is to keep our patients and our staff happy. It’s not an either/or.

Once an application is submitted, we begin the process of checking your references. The application request for a minimum of 3 references. You are able to provide a fourth person for us to contact, if you would like. We will need for you to include the individuals’ name, phone number, and email address. If you do not include this information, you will receive a notice requesting it. It is your responsibility to provide updated contact information for your references. We prefer to check reference prior to the interview. When we have 3 satisfactory references for you, we will schedule an interview. If we do not hear back from your references, we will let you know.

After a successful interview, you will receive an Offer Letter. We ask that you complete and return the letter within one week so that we are able to welcome those that accept the offer into the company. If you choose to accept, we will need to complete a full background check at

the federal, state, and local levels. This background check cannot have any findings - felonies or misdemeanors.

Once your background check clears, we will provide you with a contract to complete and sign. When we have your contract back, we can begin your trainings. All staff members, regardless of position must complete our trainings.

### **After You Join Our Agency**

Please be advised that you will need to become credentialed with each individual insurance company we are contracted with. We do this to ensure you are always ready to work with a client you are introduced to. All staff members who provide therapy to patients must be nationally credentialed.

### **Scheduling**

At BDS, we utilize a block schedule. Each session with an individual is conducted for no more than 2- to 3-hours. If the individual will be continuing with the session, the staff member will change. Additionally, employees do not work with the same individual back-to-back days within the regular schedule.

The clinic is open during the following hours:

- Sunday: Closed
- Monday: 9 am to 6 pm
- Tuesday: 9 am to 6 pm
- Wednesday: 9 am to 5 pm
- Thursday: 9 am to 5 pm
- Friday: 9 am to 4 pm
- Saturday: 9 am to 4 pm

We are closed every day from 11 am to 12 pm for lunch.

The earliest session in homes begins at 9 am. In home sessions are scheduled to end by 7 pm each day. If you are working in a home, this may cause an adjustment in your afternoon schedule.

On occasion, we will request for everyone to come in on a Sunday. These are entire company meetings or trainings and do not represent regular events.

### **Milage Reimbursement**

We follow government rules regarding milage reimbursement. Please be advised that you should review that information available on website for the Internal Revenue Services at <https://www.irs.gov/tax-professionals/standard-mileage-rates>.

### **What are You Searching For?**

Most of us are searching for a job where we are able to pay their bills. Having a supportive team around that communicates well and keeps you informed of changes. We get that. However, we want you to truly examine if you feel as though you would be a good fit for our organization and company culture. You've read through our Mission and Values. Now, it's time for you to decide. What are you searching for? Do we meet that list, or no? Is this somewhere you think you'd like to be?

### **What to Do Next**

Interested in joining with us? [Click here](#) to complete the application or use the link below. If you have any other questions, feel free to contact us at [hr@bdshelps.com](mailto:hr@bdshelps.com).

Sincerely,  
The Human Resources Department  
Breakthrough Developmental Services

Application: <http://www.bdshelps.com/hr/application>