



Self-Direction Hiring FAQ

Initial:

1. When you have determined you would like to hire someone, please fill out the Self-Direction Staff Hiring Attestation and submit to your Self-Direction Coordinator. We will not be able to process staff applications without this attestation completed.
2. Potential Staff must:
 - a. Be 18+ and have a High School Diploma, GED, or take an educational assessment with Wildwood if neither of these options can be produced
 - b. Have a valid NYS Driver's License. Exceptions can be made for a license, please let your Self-Direction Coordinator know if your staff does not have a license *prior* to them applying.
3. Potential Staff can apply at the following link - be sure they include the name of the individual they will be working with on their application:
 - a. [Self-Direction Staff Application](#)
4. Once the Self-Direction Department has confirmed receipt of the attestation, their Self-Direction Staffing Coordinator will reach out with a Welcome Letter covering the hiring process, and then HR will reach out to start the onboarding process. The onboarding process includes the following:
 - a. Offer letter
 - b. Hiring paperwork
 - c. Background checks (cost covered by Wildwood)
 - d. PPD skin test (tests for tuberculosis). One initially, another within 30-days
 - e. Onboarding appointment to set up Wildwood account. OPWDD-required trainings must be completed before moving on to the next step. These are available the following:
 - i. Every other Monday (full day, OPWDD-required trainings are completed on-site)
 - ii. Virtual options throughout the month at various times (OPWDD-required trainings are completed on the staff's own time)
 - iii. The first Saturday of every month (2nd if there is a holiday the first weekend).
Note – this option will fulfill the 90-day requirement as well. OPWDD-required trainings may be completed on-site, or on the staff's own time.
 - f. Precision Care training with Staffing Coordinator

5. When the onboarding process is complete, the Staffing Coordinator will clear your staff to start working and will reach out to let you know. *Staff cannot start working until you have been notified by your Self-Direction Coordinator that they are fully trained and ready to go.*
6. Within 90 days of hiring, staff must attend a Saturday orientation in person per Wildwood policy. If they do not complete this requirement they will not be able to continue working until it is completed. *Note – This is only offered once per month.*

Ongoing:

1. Staff will have to complete trainings in Relias annually to remain in compliance with Medicaid, OPWDD, and Wildwood policy.
2. Staff must utilize their Wildwood email accounts, as all work-related correspondence will be sent to this email address.
3. Staffing Coordinators will review staff's time and documentation daily and will reach out to them with any concerns, which may include coaching memos as extended training when requirements are not being met. Please note, if there are continued concerns with compliance staff may face disciplinary action.