



Policy Name:	General Orientation Process	Date Revised:	9/2017
Purpose:	Onboarding Process for New Hires	Board Approval:	9/2017

Greater New Beginnings Youth Services is committed to providing education that leads to our staff's success. Therefore, a comprehensive orientation/training is provided to each staff member upon hire and on an on-going basis. To ensure continued success as it relates to performance, periodic assessments are provided along with staff check-ins.

The following policy outlines the steps that will be taken to get staff better acquainted with administrative and program procedures, policies, benefits, risk management / safety programs, and our standards of business conduct.

All training documentation will be recorded and retained for record.



Welcome

Date

Dear (New Hire):

As a valued member of our Greater New Beginnings staff, we are sure your talents will have a beneficial impact on our youth and your colleagues. We look forward to assisting you in your new position. To that end, we have provided you with an overview of the training you will be provided over the next few weeks to get you oriented to the organization.

You will be provided with a completed (initialed by aauthorizing GNBYS Inc. representative and yourself) administrative checklist once all items have been reviewed. We will retain a copy in your personnel file and you will be given a copy for your records.

Again, employment with GNBYS Inc. is not considered contractual, as the you as the employee and GNBYS, Inc., as the employer, may terminate employment at any time.

We are happy to have you join our team and look forward to witnessing your success.

Sincerely,

Ken Porter
Executive Director
General Orientation

Our History

- In service to our residents and the community since 1998
- Up to 12 youth from ages 12-17yrs
- This is hard work we do but it is extremely important work we do because we are affecting people's lives every day.

Our Mission: To promote physical, emotional, and social stability in our children by building strong interpersonal skills. We strive to empower our children with skills that increase their self-worth; enabling them to overcome past adversities and build better tomorrows.

Greater New Beginnings Youth Services (GNBYS) Employee Handbook: will be received once Employee Forms are completed by the Executive Assistant

EXPECTATION FOR NEW EMPLOYEES:

- New hires = productive & committed employees
- Good work hygiene: Arrive at work on time daily, be a team player, work hard
- Follow the Dress Code for Safety
- Attitude: Calm and Professional at all times
- Report to the Facility House Manager and begin your day

EMPLOYEE BENEFITS

- List of observed holidays will be provided once Employee Forms are complete
- Sick and Vacation days offered
- List of all GNBYS Policy and Procedures will be given for review and Signature acknowledgement required
- You will also receive a GNBYS Employee Handbook which provides all information listed
- GNBYS supports the Health, Wellness and Safety of all of its employees and residents. See Wellness Policy posted in the Group Home

TRAINING PROCESS

- GNB new hire regulatory documentation will be reviewed during first week of employment
- 20 hours of training – On the job training for the first two weeks of work
- Review of Job Description/Performance Assessment (Competencies)
- 90-Day Introductory Performance Assessment
- Annual Performance Appraisal and Staff Surveys

- In Service Training provided the 3rd Thursday of the month
- Staff Meetings to be held right after In Service Training

BE SUCCESSFUL WITH OUR RESIDENTS:

- We serve youth in the juvenile justice system from ages 12 to 17 years old (some youth may turn 18 while in the program)
- Treat all youth with respect
- This program uses a person centered philosophy which means our work is centered around the success and well-being of the residents
- Think outside the box when solving problems but always be aware of our guidelines
- Observe behavior before reacting and passing judgement
- Make sure our residents get to all appointments and school on time
- Safety first/ check vans before use

FIRST DAY OF WORK: Meet the players, we want you to feel welcomed and valued because this is truly important work you are doing.

FIRST WEEK OF WORK: Things to know...

- History, Mission & Values
- Be familiar with your job description
- Greater New Beginnings Youth Services (GNBYS) Policies and Procedures
- GNBYS Community Resources
- Who the players are- GNBYS Organizational Structure
- Always ask questions to be confident in the actions you are taking, follow-thru, take initiative to complete daily task before your supervisor has checked if they are done.



New Hire Name: _____

Hire Date: _____


Job Capacity: _____

ADMINISTRATIVE CHECKLIST LIST FROM THE EXECUTIVE DIRECTOR

Itemized Actions and Approximate Timing	Executive Director/Executive Assistant Initials	Date Completed & Employee Initials
Arrange Keys		
Email and Portal Username/Password Submission		
Provide Employee Badge		
Assign Inbox with nametag		
Complete New Hire Paperwork		
Employee Training Schedule for CPR/AED/First Aid		
Complete Payroll documents		
Employee Login Information		
New Employee Announcement at next Staff meeting		
First Day of Work	Executive Director/Executive Assistant Initials	Date Completed & Employee Initials
Meet with Executive Director		
Meet with Executive Assistant, HR, Timesheets and Review of GNB New Hire Regulatory Documentation, Take photo for Employee Badge		
Meet with Direct Supervisor – Learn about daily task and procedures(See Job-specific Job Description and Performance Assessment)		
Meet Youth and other Staff		
Employee's First Week	Executive Director/Executive Assistant Initials	Date Completed & Employee Initials

	Assistant Initials	Employee Initials
Job Description		
Review of Administrative Policies and Procedures		
Review of Following Youth Policies & Procedures:		
History, Mission and Values		
Clients Rights		
Preventing, Managing and Reporting Suspected Child Abuse		
Unusual Incident Reports		
HIPAA, Protected Health Information, Confidentiality and Release of Information		
Escalating Health Conditions & Health Emergencies		
Assistance with the self administration of medications		
Choice & Self Direction		
Exiting the Juvenile Justice System		
Common Mental Health Diagnoses		
Documentation of Progress towards Needs and Services Plan		
Positive Mental Health & Behavior Supports		
Preventing & Managing Crisis Situations		
Teaching Strategies		
Safety Training:		
General Safety Practices (including fire, driving, protective equipment, material safety data sheets, etc.)		
Handwashing		
Universal Precautions & Blood borne Pathogens		
Illness & Injury Prevention		

Back Safety		
Safe Driving		
Emergency Disaster Plans		
Workplace Violence		
Employee's First Month & Beyond	Executive Director/Executive Assistant Initials	Date Completed & Employee Initials
Work with the employee towards goal setting and building a Professional Development Plan		
Schedule a meeting for 90 Day Review of performance and action plans		
Regular Feedback to ensure expectations are being met and identify areas that may require future development.		

 Items that should be addressed in the group home as it exists now (without the mental health or new regulations on short term residential ____)

 Items required by CAL-OSHA

Thank you for your willingness to do this important work. We appreciate your time and effort during this orientation process. If you have any questions or suggestions on how we can make this process better for you don't hesitate to let us know.

My signature below acknowledges that I have reviewed all items above and fully understand the process and impact to my position.

Employee Signature

Executive Director Signature

Date