



# 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 a authorizing 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 3<sup>rd</sup> 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.