



Personnel Policies

Date Implemented: 4/30/11

Date(s) Updated: _____

Regulation(s) supporting the need for this policy: 6 CCR 1011-1 Chap 08 6.4

POLICY:

Innovations will ensure that all of its employees are fully trained and competent to provide care to our consumers. This includes providing information to employees in the form of job descriptions, the conditions of employment, the management of employees and the quality and quantity of resident services to be maintained.

PROCEDURE:

- 1) Job Descriptions
 - a. Job descriptions are provided to each employee at the point of hire. There are three different Group Home positions: (1) Residential Counselor, (2) Primary Residential Counselor, (3) Site Supervisor. Each employee must read and sign their job description, acknowledging that they understand it and are willing to follow it. Whenever an employee is promoted or demoted, they must sign a new job description to acknowledge that they understand and are willing to follow it. All signed job descriptions are kept in that employee's file.
- 2) The Conditions of Employment
 - a. The conditions of employment are outlined in our Employee Handbook, which each employee must read as part of their orientation training. Each employee must sign an acknowledgement that they were trained on the Employee Handbook. This acknowledgement is kept in the employee's file.
- 3) Management of Employees
 - a. Each staffed-site is supervised by a Site Supervisor. The Site Supervisor manages all of the employees who regularly work at the site. The Site Supervisor is responsible for ensuring that all employees are fully trained to work with the residents of the site. The Site Supervisor is also charged with reporting and investigating incidents and occurrences, and they are responsible for implementing disciplinary action if necessary.
- 4) The Quality and Quantity of Resident Services to be Maintained
 - a. As part of their orientation and training, each employee who works at a particular site is trained on all aspects of care required for the individuals at that site. This includes a detailed consumer-specific training on all areas of the consumer's life. Each employee is required to take and pass a competency quiz on each consumer at the site, to ensure that they are competent to meet that consumer's specific care needs.