



NorthStar

Community Services

RESIDENTIAL New Employee OnBoarding & Training Checklist

MUST BE COMPLETED WITHIN 30 DAYS OF NEW HIRE ORIENTATION & PRIOR TO ANY UNSUPERVISED CLIENT CONTACT

Complete packet available on Egnyte / Employee Documents / New Employee Training Packet

Description	Date Completed	Employee Initials	Supervisor Initials
Hiring Director			
New Employee Offer Letter completed and given to HR.	01/09/24		JD
Human Resources			
Background Study completed	01/09/24	LW	JD
Employee File created	01/09/24	LW	JD
Employee Gusto account created & assistance with access	01/09/24	LW	JD
Employee Deputy account created & assistance with access	01/09/24	LW	JD
Employee R-Tasks account created & assistance with access	01/09/24	LW	JD
Employee STAR account created & assistance with access	01/09/24	LW	JD

Agency passes & activities	01/19/24	LW	S
Orientation on team meetings & requirements	1-21-24	in school	EE/CO
Outings & Activities	1-21-24	LW	EE
Maintenance needs	1-21-24	LW	EE
Emergency Binder: <ul style="list-style-type: none"> • Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure. 	01/19/24 1-21-24	LW	EE
Residential Specific – Lead			
Shadowed with an experienced staff at a minimum of 3 shifts (staff that shadowed can initial this.)	01/19/24 1-20 1-22	LW	KB/1193-10 EE
Data Tracking and managing goals	1-21-24	LW	EE
Concurrent Documentation & Daily notes	1-21-24	LW	EE
Daily House Task & checklists	01/19/24	LW	EE
Medication Administration: Observation Sheet. Med Admin Course Date: 2/27/2024			
Funds management & money logs	1-21-24	LW	EE
Menus and food preparation	1-21-24	LW	EE
Daily Communication Logs	1-21-24	LW	EE
Appointment Communication logs – Med Log Book: PRN documentation, appt logs, meds received/ordered, receiving Narcotics (Narc Sheet), standing order sheet, med error form, med set-up record (meds sent out sheet.)	1-21-24	LW	EE
Children's Specific Training Requirements: Aspen House			

Child Passenger Restraint Training (Must be C.A.R.S)			
SIDS/ Abusive Head Trauma Training			
Orientation must log 6 hours or more			
Housing Services Specific			
Team Lead & Co Lead Additional Training			
Motivating & supervising a team efficiently & fostering appositve work environment			
Managing & submitting appropriate financial documentation for NCS			
Managing & submitting appropriate financial documents for individuals served			
Lead scheduling duties			
Lead responsibilities with call'ins & mandating policies			
Appropriate communication with team members & responsiveness			
Monthly home inspections			
Weekly client updates			
Outings. activities & appropriate socialization			
Case management duties & follow with additional services			
Managing House & Client Calendars			
Appointment Communication logs			
Organization of Client files			
Client Meetings			

Team & Agency Meetings			
Medication orders & communication with the pharmacy			
Communication with agency nurse			
Menu planning & House shopping			
Assisting with staff training			4/1
Assisting with staff reviews, training plans, and corrective action			
Education & follow through on person centered plans			
Education & follow through for individual goals, and progress towards goals / Data Tracking			
Education & follow through on all rights restrictions, agency rules, and house guidelines			
Review notes on each shift to identify any areas for concern or redirection needed			
Reporting staff call-ins and concerns to supervisors & HR			

On the date listed I certify that I have been trained in the above topics, understand these policies & processes, and agree to follow them through my employment at NorthStar Community Services

Employee: Laurence Watkins

Date: 2/18/24

Supervisor: CJM

Date: 2/18/24

