



# 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
<b>Hiring Director</b>			
New Employee Offer Letter completed and given to HR.	02/07/24	S.N.	SD
<b>Human Resources</b>			
Background Study completed	02/07/24	S.N.	SD
Employee File created	02/07/24	S.N.	SD
Employee Gusto account created & assistance with access	02/07/24	S.N.	SD
Employee Deputy account created & assistance with access	02/07/24	S.N.	SD
Employee R-Tasks account created & assistance with access	02/07/24	S.N.	SD
Employee STAR account created & assistance with access	02/07/24	S.N.	SD

Add employee to Employee Master Log	02/07/24	S.N	FD
Add employee to Employee Birthday List	02/07/24	S.N	FD
Review Employee Handbook and Sign Acknowledgment	2/13/24	In Star	/
Complete Employee non-disclosure statement	2/13/24	In Star	/
<b>Hiring Director</b>			
Director enters individual schedule into block scheduling electronically immediately	2/13/24	S.N	BS
Complete Deputy Training: time off, newsfeed postings & confirmation.	2/13/24	S.N	BS
Complete Gusto Training: time off, expenses (sleep noc and mileage)	2/13/24	S.N	BS
Vulnerable Adult Training	2/13/24	S.N	BS
Star Services Training (Needs to be done within 60 days of hire date) Date: 4/13/24	2/13/24	S.N	BS
Schedule first three training days in house or community.	2/13/24	S.N	BS
<b>Residential Program Director</b>			
R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.)	2/20/24	S.N	CR
Scheduling & Scheduling requirements (Deputy/Gusto)	2/20/24	S.N	CR
Orientation to individual's needs (must sign the client file once completed)	2/20/24	S.N	CR
Person Centered Practices & Plans:	2/20/24	S.N	CR

<ul style="list-style-type: none"> <li>ICYP – specific training &amp; quiz – Granite (in her book)</li> </ul>			
DS-sign language training & test – Maple Grove – keep at house not in his packet)			
Agency passes & activities	2-20-24	S.N	CU
Orientation on team meetings & requirements	2-20-24	S.N	CU
Outings & Activities	2-20-24	S.N	CU
Maintenance needs	2-20-24	S.N	CU
Emergency Binder:			
Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure.	2-20-24	S.N	CU
<b>Residential Specific – Lead</b>			
Have new hire read client files.	2-18-24	S.N.	CU
Initials of Client Files read:			
Shadowed with an experienced staff at a minimum of 3 shifts (staff that shadowed can initial this.)	2-15-24 2-18-24 2-20-24	S.N.	[Signature]
Data Tracking and managing goals	2-15-24	S.N.	[Signature]
Concurrent Documentation & Daily notes	2-15-24	S.N	[Signature]
Daily House Task & checklists	2-15-24	S.N	[Signature]
Medication Administration: Observation Sheet. Med Admin Course Date: 2/22/2024			
Funds management & money logs	2-15-24	S.N	[Signature]
Menus and food preparation	2-15-24	S.N	TL
Daily Communication Logs	2-15-24	S.N	TL

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.)	2-15-24	S.N	SA
Email HR Director when Staff have read all client files – to assign acknowledgments.			
Make sure packet is complete, staff initialed and signed, then sign and turn into HR Director.			
<b>Children’s Specific Training Requirements: Aspen House</b>			
Child Passenger Restraint Training (Must be C.A.R.S)			
SIDS/ Abusive Head Trauma Training	In SWR		
Orientation must log 6 hours or more			
<b>Housing Services Specific</b>			
<b>Team Lead &amp; Co Lead Additional Training</b>			
Motivating & supervising a team efficiently & fostering apposite 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			
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

