



NorthStar

Community Services

Team Lead & Co Lead Additional Training			
Motivating & supervising a team efficiently & fostering appositve work environment	AM	BK	5.22.24
Managing & submitting appropriate financial documentation for NCS	AM	BK	5.22.24
Managing & submitting appropriate financial documents for individuals served	AM	BK	5.22.24
Lead scheduling duties	AM	BK	5.22.24
Lead responsibilities with call'ins & mandating policies	AM	BK	5.22.24
Appropriate communication with team members & responsiveness	AM	BK	5.22.24
Monthly home inspections	AM	BK	5.22.24
Weekly client updates	AM	BK	5.22.24
Outings, activities & appropriate socialization	AM	BK	5.22.24
Case management duties & follow with additional services	AM	BK	5.22.24
Managing House & Client Calendars	AM	BK	5.22.24
Appointment Communication logs	AM	BK	5.22.24

Organization of client files	AM	BK	5.22.24
Client Meetings	AM	BK	5.22.24
Team & Agency Meetings	AM	BK	5.22.24
Medication orders & communication with the pharmacy	AM	BK	5.22.24
Communication with agency nurse	AM	BK	5.22.24
Menu planning & House shopping	AM	BK	5.22.24
Assisting with staff training	AM	BK	5.22.24
Assisting with staff reviews, training plans, and corrective action	AM	BK	5.22.24
Education & follow through on person centered plans	AM	BK	5.22.24
Education & follow through for individual goals, and progress towards goals / Data Tracking	AM	BK	5.22.24
Education & follow through on all rights restrictions, agency rules, and house guidelines	AM	BK	5.22.24
Review notes on each shift to identify any areas for concern or redirection needed	AM	BK	5.22.24
Reporting staff call-ins and concerns to supervisors & HR	AM	BK	5.22.24

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: Brittany Kim Date: 5.22.24
Supervisor: J. Michels Date: 5.22.24