NorthStar
Community Services

# RESIDENTIAL New Employee OnBoarding & Training Checklist

MUST BE COMPLETED DURING PROGRAM COORDINATOR ONBOARDING TRAINING AND TURNED IN SAME DAY.

Complete packet available on Egnyte / Employee Documents & Training / HR Onboarding Documents

**New Hire Name:** Cavin Clayton **Phone Number:** 253-888-6524

**Location:** Granite

| Description | Date Completed | Employee Initials | Supervisor Initials |
|---|---|---|---|
| **Human Resources** | | | |
| New Employee Offer Letter completed - Training & Department Notified | 1/10/25 | CC | TP |
| Verify employee Drivers License | | ~~CC~~ | |
| Background Study completed | 1/10/25 | CC | TP |
| Employee file created (egnyte) | 1/10/25 | | TP |
| Employee ADP account created | 1/10/25 | CC | TP |
| Employee Deputy account created | 1/10/25 | CC | TP |
| Employee R-Tasks account created | 1/10/25 | CC | TP |
| Add employee to Employee Master Log | 1/10/25 | CC | TP |
| Notify accounting to add benefits if requested | 1/10/25 | CC | TP |
| Review & Sign Job Description | 1/10/25 | CC | TP |

| Training Department | | | |
|---|---|---|---|
| Employee STAR account created | 1-13-25 | CC | BS |
| Complete Deputy Training: time off, newsfeed postings & confirmation. | 1-14-25 | CC | BS |
| Complete ADP Training: time off, expenses (sleep noc and mileage) | 1-14-25 | CC | BS |
| Star Training | 1-14-25 | CC | BS |
| **Program Coordinator** | | | |
| Scheduling & Scheduling requirements (Deputy/ADP) | 1/14/25 | CC | U |
| Person Centered Practices & Plans: General Info | 1/14/25 | CC | U |
| Agency passes & activities | 1/14/25 | CC | U |
| Orientation on team meetings & requirements | 1/14/25 | CC | U |
| Outings & Activities | 1/14/25 | CC | U |
| Maintenance needs | 1/14/25 | CC | U |
| Emergency Binder:<br><br>Fire Drills, water temps, incident reports including injury and serious injury and quarterly emergency procedure. | 1/14/25 | CC | U |
| Data Tracking and managing goals | 1/14/25 | CC | U |
| Concurrent Documentation & Daily notes | 1/14/25 | CC | U |
| Daily House Task & checklists | 1/14/25 | CC | U |
| Funds management & money logs | 1/14/25 | CC | U |
| Menus and food preparation | 1/14/25 | CC | U |
| Daily Communication Logs | 1/14/25 | CC | U |

| | | | |
|---|---|---|---|
| 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.) | 1/14/25 | CC | CS |
| R-Task Specific Training: Notes, meds, clinical (meds sent out of facility, Narc count, Narcs received.) | 1/14/25 | CC | CS |
| Orientation to individual's needs (must sign the client acknowledgement once completed) | 1/14/25 | CC | CS |
| Make sure the packet is complete, staff initialed and signed, then signed & turned into Training Director. | | | |

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: Cavin Clayton Cavin Clayton Date: 1/14/25

Supervisor: Cathy Steiner Date: 1/14/25