



# NorthStar

## Community Services

### RESIDENTIAL New Lead OnBoarding & Training Checklist

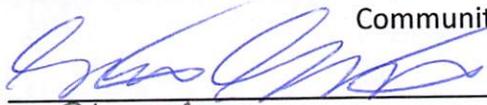
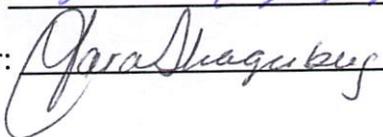
**MUST BE COMPLETED WITHIN 30 DAYS OF NEW HIRE ORIENTATION & PRIOR TO ANY UNSUPERVISED CLIENT CONTACT**

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

Team Lead & Co Lead Additional Training			
Motivating & supervising a team efficiently & fostering apposite work environment	1/28	TSL	SS
Managing & submitting appropriate financial documentation for NCS	1/28	TSL	SS
Managing & submitting appropriate financial documents for individuals served	1/28	TSL	SS
Lead scheduling duties	1/28	TSL	SS
Lead responsibilities with call'ins & mandating policies	1/28	TSL	SS
Appropriate communication with team members & responsiveness	1/28	TSL	SS
Monthly home inspections	1/28	TSL	SS
Weekly client updates	1/28	TSL	SS
Outings. activities & appropriate socialization	1/28	TSL	SS
Case management duties & follow with additional services	1/28	TSL	SS

Managing House & Client Calendars	1/30	TSL	SS
Appointment Communication logs	1/28	TSL	SS
Organization of client files	1/28	TSL	SS
Client Meetings	1/28	TSL	SS
Team & Agency Meetings	1/28	TSL	SS
Medication orders & communication with the pharmacy	1/28	TSL	SS
Communication with agency nurse	1/28	TSL	SS
Menu planning & House shopping	1/28	TSL	SS
Assisting with staff training	1/28	TSL	SS
Assisting with staff reviews, training plans, and corrective action	1/28	TSL	SS
Education & follow through on person centered plans	1/28	TSL	SS
Education & follow through for individual goals, and progress towards goals / Data Tracking	1/30	TSL	SS
Education & follow through on all rights restrictions, agency rules, and house guidelines	1/30	TSL	SS
Review notes on each shift to identify any areas for concern or redirection needed	1/30	TSL	SS
Reporting staff call-ins and concerns to supervisors & HR	1/30	TSL	SS

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:  Date: 1/31/25  
Supervisor:  Date: 1/31/25