

Jade Myers

PL Assistant Training Competency Key- Team Trainer

Hello Program Leads. This is a guide and explanation for our new PL Assistant Training Competency Guide. This is a guide we are incorporating to help you train your specialists in quicker, more thoroughly, and ensure they are ready to start doing training with Christina. This training will take your specialists into a slightly deeper dive than the specialist competency, and prepare them to begin PL assistant training. It should take 4 weeks to prepare them for the PL assistant training. The date trained should be at least month before the date of competency.

Good Communication- Please emphasize the importance of great communication to them and ensure they do in fact have good communication before considering them for a PL assistant position. PL should explain the proper etiquette for communication platforms and zoom.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: [Signature]

Date of Competency: 2/26 Assessor: Taylor Signature: [Signature]

Knowledge of Program- They must be able to run their current program and have a good understanding of it and how to enforce client programming and tracking with all DCS employee's.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: [Signature]

Date of Competency: 2/26 Assessor: Taylor Signature: [Signature]

Proficient in Word/Excel- Everyone learns at different speeds and has vastly different levels of skill when it comes to technology. What we are looking for is that they can complete tasks on these programs without constant assistance. It's not a good use of time for Christina to be teaching these Specialists the basics of these programs.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: [Signature]

Date of Competency: 3/15 Assessor: Taylor Signature: [Signature]

Financials- We are looking for Specialists to have completed at least two months on financials. A fluent understanding of the credit card logs, petty cash ledger, and month budget ledger.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: [Signature]

Date of Competency: 3/15 Assessor: Taylor Signature: [Signature]

Good Progress Notes- It's important to be fluent in progress notes and know the quality expected from them.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: [Signature]

Date of Competency: 3/15 Assessor: Taylor Signature: [Signature]

Data Collection- Specialist should have an understanding of how to collect and assemble the monthly data needed for clinicals, etc. This is the data collected for their goals, outcomes, and behaviors. They should be fluent on how each outcome is calculated before training with Christina.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: Taylor H

Date of Competency: 3/5 Assessor: Taylor Signature: Taylor

Client Tracker- These are every two weeks. They should be aware of these and how to complete them.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: Taylor H

Date of Competency: 3/5 Assessor: Taylor Signature: Taylor

Vehicle and Home Maintenance- They must understand how to identify and report maintenance needs with in a timely manner. Showing the steps of how to add home repair items to the maintenance page on the same page. Ensuring the home and vehicle are well cared for.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: Taylor H

Date of Competency: 3/5 Assessor: Taylor Signature: Taylor

Updating Cleaning List and Maintaining Home Cleanliness- Maintaining Home Cleanliness is all DCS staff's responsibility. They will need to ensure they are keeping tabs on all employees making sure they are completing daily and monthly cleaning lists on and daily basis. Reporting to the Program Leader for additional staff conversations when things are not being completed. Showing your specialist how to update and maintain cleaning lists on SharePoint before training with Christina.

Date Trained: 2/26 Trainer: Taylor H Signature: Taylor H

Date of Competency: 3/5 Assessor: Taylor Signature: Taylor

Maintaining Supply and Grocery Shopping- Your Specialist should understand how to properly shop for groceries and supplies for the house when needed. Making lists of items before going shopping along with following a menu to go off of for grocery shopping ensuring they always have the ingredients needed to make proper meals for our clients.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: Taylor H

Date of Competency: 2/26 Assessor: Taylor Signature: Taylor

New Hire Orientation – Explaining and demonstrating how to properly conduct and train new hire employees. Understanding the necessary steps you need to take when training, along will how to fill out and scan paperwork. It is good to have your specialist shadow the PL when doing a new hie orientation. If there are no new hires during this time, a cross-trainer orientation works as well.

Date Trained: 2/26 Trainer: Taylor Holewa Signature: Taylor H

Date of Competency: 3/5 Assessor: Taylor Signature: Taylor

Staff Training and Meetings- Having a good understanding on how to prepare, and present staff trainings and meetings. This including Quarterly House Meetings, Service Plan Review Meetings, Annual Star Service Training, New Hire Orientations and Cross trainer Orientations.

Date Trained: 2/24 Trainer: Taylor Hobawa Signature [Signature]

Date of Competency: 3/5 Assessor: Taylor Signature: [Signature]

Additional Criteria to be Assessed before training with Christina:

Driver- You need to be a driver for the company to be a PL.

____ Verified driver? Date: _____ Signature of person verifying: _____

Check Counseling Records- Specialist must not have any serious performance issues for 3 months or any attendance or minor performance issues for 4 weeks prior to training with Christina.

Date counseling record was checked and to standard: _____ Person Checking: _____

****Training with Christina is a minimum 5 week training curriculum (2 ½ weeks of training on material, 2 ½ weeks of running the house/shadowing the current PL)***