

 <p style="text-align: center;">County of Sacramento Department of Health Services Division of Behavioral Health Services Policy and Procedure</p>	Policy Issuer (Unit/Program)	BHS-CMH-YDF
	Policy Number	09-03
	Effective Date	10/2009
	Revision Date	07/2017
Title: New Employee Orientation		Functional Area: Personnel
Approved By:		
Matthew Quinley, LCSW Health Program Manager		Christopher Eldridge, LMFT Mental Health Program Coordinator

Background/Context:

The Juvenile Justice Institutions Mental Health Team (JJIMHT) is committed to the development of a creative and capable workforce, readily adaptable and responsive to change in knowledge and the needs of the youth and other customers served at the Sacramento County Youth Detention Facility (YDF). All new employees, permanent, on-call, temporary and contracted receive skill-enhancing education and training to expand the new employee's personal growth, increase job satisfaction and meet the JJIMHT's need for an effective, efficient, willing and productive workforce.

Purpose:

The objective of this policy and procedure is to establish guidelines by which new employees of the JJIMHT obtain site specific orientation, education, training and required countywide training(s) related to job roles.

Details:

1. Countywide Training
 - A. Sacramento County employees are required to attend the countywide New Employee Orientation during which the employee receives information regarding employee benefits, countywide policies and procedures, among other topics.
 - I. New Employee Orientation is generally scheduled through the Department of Personnel Services during the sign-on process, following pre-employment requirements.
 - B. County employees will be scheduled for HIPAA training no more than 60 days from date of hire.
 - C. County employees will be scheduled for the earliest possible Compliance Training from the date of hire.
 - D. County employees will be expected to attend any adjunct training required at the time of hire.
 - E. Contracted staff will be expected to attend any countywide training required for their job role and any training required by the entity contracting with the Division of Behavioral Health Services (DBHS).

2. YDF Site Specific Training
 - A. Probation requires all new employees and volunteers assigned to the YDF attend the Probation YDF Orientation prior to receiving a C*Cure badge to access the facility.
 - B. During the first week of employment all employees shall:
 - I. Be oriented to the JJIMHT Policies and Procedures. The employee is expected to have read and signed an acknowledgement of their understanding of all policies and procedures prior to working independently.
 - II. Be assigned time with the JJIMHT Program Coordinator to review policies and procedures, have the opportunity to ask questions, assure appropriate trainings have been scheduled, become oriented to the YDF facility and Juvenile Justice System.
 - III. Be assigned opportunities to observe seasoned employees engage in common practices of the JJIMHT.
 - IV. Review core competencies and evaluation criteria.
 - C. During the first 3 weeks of employment all employees shall:
 - I. Begin taking opportunities to engage in common practices of the JJIMHT with the assistance of seasoned employees.
 - II. Be afforded opportunities to observe and gain education in circumstances that arise within the facility, e.g. use of the observation room, use of the wrap, emergency response(s) to living units, non-compliant behavior, etc.
 - III. Be assigned time with the JJIMHT Program Coordinator to review any remaining policies and procedures, have the opportunity to ask questions, assure appropriate trainings have been attended or scheduled and review any documentation completed.
 - IV. Attend a Special Needs Meeting to observe the multidisciplinary process.
 - V. Review the JJIMHT Suicide Prevention PowerPoint presentation.
 - D. After the first month of employment all employees should be ready to:
 - I. Begin taking Clinician of the Day assignments.
 - II. Begin working independently in the common practices of the JJIMHT and show an improved level of comfort in being assigned/or taking the lead in circumstances that arise within the facility.
 - III. Appropriately document clinical information, comfortably interact with and negotiate with Supervising Probation Officers, Probation staff and other disciplines within the YDF.
 - IV. Demonstrate knowledge of the JJIMHT policies and procedures.

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