

## NEW EMPLOYEE CHECKLIST COUNSELING SERVICES

Employee's Name \_\_\_\_\_

Date Employed \_\_\_\_\_ Assignment \_\_\_\_\_

Training Supervisor \_\_\_\_\_

	SUPV. INITIALS	COMP. DATE	EMPL. INITIALS
<b>ADMINISTRATIVE</b>			
<b>I. Introduction to Site</b>			
A. Organization Chart 1. Identify names & responsibilities of key staff 2. Explain employee position in organization			
B. Register employee for Basic Counselor Orientation Training			
C. Register employee for Basic Group Counseling Training.			
D. Register employee for Basic Counseling & Facilitation Training.			
E. Register employee for COMPAS Training			
F. Register for Reentry Skills Building Training			
<b>PROGRAMMATIC</b>			
<b>I. On-site and Field Observation of Correctional Operations</b>			
A. Assign to a Correction Officer for 1 day to accompany them assigned duties. (Will help establish a better understanding of C.O. and establish a better working relationship.)			
B. Schedule observation of classification committee and explain procedures			
C. Schedule observation of disciplinary committee and explain procedures			
D. Schedule observation of academic, vocational, OJT, Special Education classes and explain operations, purpose, goals, etc.			
E. Schedule observation of faith-based services/activities and explain operations, purpose, goals, etc. of chaplaincy program.			
F. Explain offender grievance procedures.			
G. Meet medical personnel.			
<b>II. Counseling Services Programs and Activities</b>			
A. Provide copy of and review Institutional Counseling Plan			
B. Provide copy of and review Counseling and related SOP's			
C. Discuss content, organization, and access procedures to offender files (paper & electronic), including discussion of confidentiality.			
D. Provide training for use of Computer with SCRIBE and OTIS outlining related policies, procedures and expected duties			

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E. Explain administrative and case management forms <ol style="list-style-type: none"> <li>1. Monthly Reports: Administrative, Individual and Group</li> <li>2. Offender Case Plan</li> <li>3. Work/Activity Performance Report (if applicable)</li> <li>4. Other pertinent forms               <ol style="list-style-type: none"> <li>a. Disciplinary Forms</li> <li>b. Classification Forms</li> <li>c. Pardons and Paroles Personal History Statement or Pre-Sentence Investigation</li> <li>d. Physical Profile</li> </ol> </li> </ol>	<input type="checkbox"/> Monthly <input type="checkbox"/> Plan <input type="checkbox"/> WAPR  <input type="checkbox"/> Disciplinary <input type="checkbox"/> Classification <input type="checkbox"/> P&P  <input type="checkbox"/> Physical		
F. Explain offender supervision and scheduling requirements			
G. Offender Orientation <ol style="list-style-type: none"> <li>1. Schedule observation of orientation session to site and Rules and Regulations given to offender</li> <li>2. Provide copy of Departmental and site offender handbooks</li> </ol>			
H. Interviewing Offender <ol style="list-style-type: none"> <li>1. Schedule observation of experienced counselor interviewing offender</li> <li>2. Supervise new employee interviewing offender</li> </ol>			
I. Group Observation <ol style="list-style-type: none"> <li>1. Schedule observation of experienced counselor conducting group</li> <li>2. Supervise new employee conducting group.</li> </ol>			
J. Identify Central Office personnel necessary to job function and contact procedures			
K. Explain referral procedures to all site programming			
<b>III. Mental Health/Mental Retardation (only if applicable)</b>			
A. Meet with MH/MR Director and discuss referral procedure			
B. Describe MH/MR case management			
C. Explain MH/MR transfer and classification policy			
D. Describe levels of MH/MR programs			
E. Meet psychiatrist and/or psychologist			
F. Give copy of Bulletin A3, A3#2			
<b>IV. Community Resources</b>			
A. Discuss community resource agencies applicable to the client: purpose, responsibilities, descriptions, locations, phone numbers, contact persons, etc. Refer to the Aftercare Resource Directory.			
B. Explain referral procedure and release of information requirements			
C. Explain policies and procedures governing use of community sponsored staff			
D. Review process of offender access to legal aid services			

	<b>SUPV. INITIALS</b>	<b>COMP DATE</b>	<b>EMPL. INITIALS</b>
<b>V. Evaluation</b>			
A. Met with employee at least once per month to evaluate performance to date during working test			
B. Met with employee upon completion of working test to evaluate training and future in-service needs			
C. If all requirements have been met, prepare long-range training plans when warranted			
D. If all requirements have not been met, additional assignments may be substituted			