

Madawaska Valley

Association For

Community Living

**POLICY: ORIENTATION TRAINING**

**PAGES: 1**

**REVISED: JULY 27, 2022**

**REVIEWED:**

**APPROVED: JUNE 27, 2017**

**NUMBER: 4-6**

**CATEGORY: HUMAN RESOURCES**

Policy Statement:

During the probationary period all staff and volunteers of MVACL will participate in orientation training to ensure they understand the agency policies and procedures, including their specific responsibilities and how they fit within overall services and supports.

Procedure:

New employees shall be given orientation training which shall include: a copy of the job description, familiarization with the goals of the Association; the workplace; the individuals supported; staff and programs; the administration of medications and proper procedures; emergency procedures and any specialized information necessary for the performance of the job.

During the probation period all new employees will review all policies and procedures. These are separated into sections in the Probation Checklist. During probation meetings with their Manager new employees can ask questions or get clarification on policies and procedures.

Employees who change location of their worksite will receive site specific and individual specific orientation prior to changing locations.

Orientation training shall be coordinated between the employee and his/her Manager. All records of orientation will be kept on the employee file.