



## STAFF TRAINING

Staff participate in both an orientation program and on-going training to acquire and maintain the array of knowledge required to perform as an Employment Consultant. A variety of resources are used for training such as conferences, readings, videos, topical discussions, etc. Where possible, the EC shall participate in certification programs as may be sponsored through state resources. Relevant topics for training shall include the following:

~Yearly Online I-Train (Examples of modules)

Incidents and Reporting

Respect and Dignity

Cultural Diversity

HIPAA/NIOSH

~Philosophy of Paladin Community Employment Services

~Documentation and record keeping

~Behavior Management practices

~Characteristics of individuals (e.g. means of communication, guardianship, medications, special needs)

~Various In person/virtual Employment trainings

~1:1 Training with department manager as needed

The Director of Employment Services shall be responsible to ensure staff receives necessary training annually.

Staff receives training pertinent to their respective positions as well as credentials for state required qualifications. Paladin job descriptions reflect qualifications and are revised as necessary.

Staff will receive annual Performance Appraisals