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Supersedes:

GENERAL MANUAL POLICY

APPROVED BY:

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Executive Director

CATEGORY:

Human Resources

TOPIC:

Orientation

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POLICY

Community Living Thunder Bay (CLTB) is committed to ensuring that employees and volunteers are oriented to the organization and to the individual needs of the person(s) they will be supporting before they start working with them.

Ontario Regulation 299/10 has minimum standards in place that we must comply with.

This policy applies to all adult services at CLTB.

PURPOSE

1. To ensure that newly hired staff and volunteers receive a general orientation and ongoing refresher of the organization's policies and procedures, practices and protocols. This includes, but is not limited to, an orientation to the organization's mission statement, service principles, and Bill of Rights.
2. To ensure that newly hired staff and volunteers receive a specific orientation to the individual needs of the person(s) they will be supporting before they start working with them.



Initial: KJP

GENERAL MANUAL PROCEDURE

TOPIC: Orientation

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PROCEDURE

1. All newly hired employees and volunteers will receive, prior to commencing work, a general orientation into the organization's policies and procedures and practices. This includes, but is not limited to, an orientation to the organization's mission statement, service principles, and the Self Advocate Council's Bill of Rights.
2. All employees and volunteers will participate in an annual refresher of the organization's mission statement, service principles, and Self Advocate Council's Bill of Rights.
3. When an employee is to begin working with a new person supported, they must participate in an individualized orientation process, following the "Orientation to People and Their Home" or "Orientation to People and Supports in Day Services" form.
4. Each orientation will be a minimum of 3 hours or greater, as determined by the Supervisor.
5. Each home/location will have a lead mentor who will be primarily responsible for providing orientation. This mentor will also be responsible for mentoring his/her coworkers regarding orientation delivery when unavailable to provide orientation herself/himself.
6. Orientation for student placements and volunteers will be determined on an individual basis and will consider the scope and length of the placement.