

PATHWAYS ABILITIES SOCIETY

POLICY: ORIENTATION

Applies to: All Personnel, Persons Served, Contractors, Board Members and Volunteers

Original Approval Date: February 21, 2005

Date Board Approved: May 8, 2017

Replaces Policy Dated: March 25, 2015

Board Member's Signature

PREAMBLE

Pathways Abilities Society is committed to ensuring employees, people receiving services, contractors, board members and volunteers receive the information they require to successfully participate in achieving Pathways Abilities Society's mission, vision and mandate within the framework of Pathways Abilities Society's Code of Ethics.

Pathways Abilities Society develops comprehensive orientations and updates the information regularly. Orientation checklists are updated annually.

POLICY

Employees

New hires are given an agency orientation package and a thorough orientation to the organization and the individuals they are assigned to work with. The orientation will consist of an agency orientation and specific site orientations to Social Ventures, Integrated Career Opportunities, Homes, Activity Service including the seniors services, Individualized Funding and Administration and a tour of all society facilities. The new hire is required to sign and submit to the executive director for their file the agency orientation checklist and specific area(s) orientation checklists acknowledging completion and understanding.

New hires, during their first month of employment, are allotted one half hour to meet with union representatives.

Existing employees posting to a new position are given a thorough orientation to the area and individuals they are assigned to work with. The employee is required to sign and submit to the executive director for their file the specific area orientation checklist acknowledging completion and understanding.

Persons Served

New individuals are given a person's served orientation package, a thorough orientation to the organization and the area(s) they are participating in and a tour of the society's facilities. Pathways Abilities Society staff complete the Person's Receiving Service Orientation Checklist with the person and a copy is kept in their binder.

Contracted Home Share and Respite Providers

Home Share and Contracted Respite providers are given an orientation package and a thorough orientation to the organization and the individuals they are supporting. The contractor is required to sign and submit to the executive director for their file the orientation checklists acknowledging completion and understanding.

Board Members

New board members are given a Board of Directors Handbook and a thorough orientation to the organization. The orientation will consist of an agency orientation, specific area orientations if applicable and a tour of the society's facilities.

Volunteers

Volunteers are given a volunteer orientation package and a thorough orientation to the organization and the individuals they are volunteering with. The orientation will consist of an agency orientation and specific area orientations if applicable. The volunteer is required to sign and submit to the executive director for their file the agency orientation and specific area(s) orientations acknowledging completion and understanding.