



Policy Number:

43

Effective Date: October 16, 2017

Revised: N/A

Subject: Staff Training

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to provide ongoing training opportunities for all staff in an effort to ensure best practices are implemented in all areas of CCDDR.

POLICY:

- I. Each employee will be trained by their immediate supervisor and/or designee in the responsibilities and duties of the position they were hired for. This includes introducing knowledge of all procedures, forms and information necessary to perform their duties,
- II. Each employee will have opportunities to receive on-going training from their supervisor at staff meetings, agency meetings, and one-on-one instruction as the need arises.
- III. Each employee will be encouraged to attend seminars, webinars, and conferences relative to their duties at CCDDR, presented and prepared by experts outside of CCDDR. Attendance at outside training must be approved by the immediate supervisor and is contingent on budget, staffing patterns, and workload.

REFERENCES:

- CCDDR Employee Manual
- Targeted Case Management Agreement with DMH