**SAMPLE STAFF ORIENTATION and**

**CONTINUING TRAINING**

Standard 5.E-F

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| **Date Completed** | **Staff Name: Supervisor’s Name:** |
|  | **A. Introductions for Orientation** |
|  | 1. Welcome and office tour |
|  | 2. Fellow staff |
|  | 3. Volunteer Base and board members |
|  | **B. CASA Program, Inc.’s Mission and Vision -Orientation** |
|  | 1. National CASA/GAL Association Core Model |
|  | 2. CASA’s Role in the Child Welfare System- the Court & Child Welfare system |
|  | 3. Standards of CASA Program |
|  | 4. Inclusiveness and Diversity; Disproportionality (initial) |
|  | 5. Guiding Principles (Initial) |
|  | **C. Staff Duties- Orientation** |
|  | 1. Job responsibilities & Description |
|  | 2. Program’s Structure, Service Mandates, Relationship to Court, & Human Resources Policies including Sexual Harassment & Non-Discrimination |
|  | 3. Lines of Accountability and Authority within the Program |
|  | 4. Pertinent Laws, Regulations, & Policies |
|  | 5. Demographics of Community & Children Served by Program |
|  | 6. Review of Personnel Policies including; Social Media \_\_\_\_Weapons\_\_\_\_\_\_\_\_ Grievance\_\_\_\_\_ |
|  | 7. Pre-Service Training within first 6 months |
|  | 8. Conflict of Interest Policy |
|  | 9. Confidentiality Policy |
|  |  |
|  | **D. Continued training conducted annually** |
|  |  1. DEI – Cultural Competency |
|  | 2. Guiding Principles- Importance of Family Reunification |
|  | 3.Supporting Volunteers |
|  | 4. Law & Legal Practices |
|  | 5. Trauma-Informed Care |
|  | 6. Child Development |
|  | 7. Indian Child Welfare Act (ICWA) |
|  | 8. Background Needs of Children Served |
|  | 9. Operation of Court & Child Welfare System |
|  | 10. Nature & Effects of Child Abuse & Neglect |