

**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 | |
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|  | | **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 | |