

# Hands of Mercy Everywhere Inc.

## New Employee, Volunteer, and/or Intern Checklist

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- Policy and Procedures review
- Level II Background Screening – Clean Driving Record (2yrs)
- Agency orientation for mission, vision, and program description
- Emergency Procedures
- Job Description
- Abuse reporting
- Training for teen issues of separation, loss and attachment issues
- Management of difficult teens and supervision
- Prevention of placement disruptions – with positive outcomes
- Care of teens in appropriate disciplines
- Review of employee handbook
- Review of 65c-14 DCF
- Review Florida Statute 409.175
- Review quality standards
- Pass CPR / First Aid Training
- Review Placement Assessments and Agreements
- Training in Evidence informed practices
- Training in Trauma informed care
- Training in Suicide signs and symptoms
- Training in infant mental health / healthy start
- Review parents as teachers and nurturing parent curriculum
- HIPPA Training
- Confidentiality Training
- Security Awareness Training