

# Green Apple Counseling

1500 10<sup>th</sup> Ave S. Ste 200 Great Falls MT, 59405 Phone: 406-866-0350

**POLICY:** TRAINING PROCEDURES FOR ALL EMPLOYEES, ALL VOLUNTEERS, ALL STUDENTS, AND ALL CANDIDATES

**PURPOSE:** To provide insight and direction for training of new employees of Green Apple Counseling.

## **Definitions:**

- Volunteers: those who come and work at free will with no pay. They are covered under the workman's compensation policy of Green Apple Counseling, LLC.
- Students: Those who are currently enrolled in an education program needing supervised clinical hours
- Candidates: Those who have completed the education program and have been licensed with the State of Montana but still requiring supervision hours.
- Employees: Any person working and receiving pay for Green Apple Counseling

## **Orientation**

- Upon Hire, an employee will receive an orientation packet that contains necessary forms, employee handbook, policy and procedure handbook, and checklists indicating compliance with employment. The forms and checklist need to be completed within a week of hiring or receiving letter of intent.

## **Probationary Period**

- Montana State Law requires all new employees to go through a 6-month probationary period. During this time, a new employee or intern will be closely trained and observed to ensure they are the right fit for the company. The employee will still accrue sick leave and vacation hours; however, they may not use the hours until they have worked at Green Apple Counseling for 6 months after hire date and have been evaluated by the administrator or HR director.

## **Training Employees**

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  - Learning of protocols
  - Safety
  - Confidentiality
  - Other necessary program training.
  - Ethics
  - Employee Handbook
  - Blood borne Pathogens.
  - First Aid and CPR Certification

## **Volunteers, Students, Temporary employees**

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  - Employee Handbook
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