Hannahville Department of Health and Human Services
Social Services Policies and Procedures
TRAINING

Policy:

It is the policy of the Social Services Department to provide staff with training for essential job duties, additional functions, and cross training as resources allow.

Procedure:

The Social Services Manager will be responsible for providing an orientation of essential job duties to all new hires on the first day of their employment.

New hires will be provided with the following materials within the first week of employment:

Job description
Social Services policy and procedure manual
All relevant tribal codes
Appropriate BIA manuals
Master forms for program

The Social Services Manager shall assess the learning needs of the new hire, identify relevant educational opportunities, such as conferences or workshops, and arrange attendance as resources allow.

The Social Services Manager shall authorize the purchase of resource materials and assure the availability of accurate and timely educational sources for staff.

The Social Services Manager shall submit an annual budget according to the Tribal budget process recommending travel funds to be used for conferences and training.

The Social Services Manager shall arrange for periodic in-services to train and update staff on relevant issues.

Staff shall maintain training records and forward copies of certificates, etc… to administrative secretary.