

New Hires and Cultural Competency Training.

In order to meet the needs of our residents, Interfaith House ensures that staff members and other providing services are well-informed about the scope of their job responsibilities and agency policies and receive adequate training to execute all job responsibilities with confidence and skill. Interfaith House hires staff who have the qualifications needed to meet the needs of residents and reflect the diversity of the populations we serve, to assure this, staff will participate in cultural competency training yearly.

Procedure

1. Interfaith House publicizes all job openings using channels that are likely to attract employees who reflect the cultural and linguistic diversity of the populations we serve.
2. Interfaith House provides orientation for all newly hired staff within the first week after their start date, and provides initial training within the first month.
3. Interfaith House screens new staff to ensure that they have:
 - a) Appropriate skills, experience and licensing certifications to perform assigned responsibilities
 - b) Positive references from past employment experiences, if possible
4. Interfaith House provides all staff with a personnel manual and a training manual or orientation manual that contains the following:
 - a) Interfaith House mission statement
 - b) Interfaith House code of ethics
 - c) Information about Interfaith House's programs and services
 - d) Personnel and program policies and procedures
 - e) Samples of properly-completed paperwork, including reports to funders
 - f) Organizational charts
 - g) Explanation of performance review processes
 - h) Orientation to standards of care for homeless individuals
 - i) Orientation to standards of care for people living with HIV/AIDS
5. Interfaith House encourages all new staff to attend trainings that will benefit them in their roles.

Executive Director

Date