

CATHOLIC CHARITIES  
AGENCY POLICIES AND PROCEDURES

Policy Name:	<b>New Personnel Orientation</b>
Domain:	<b>Training and Supervision 9.1</b>
Policy Location:	<b><a href="http://www.archindy.org/intranet/shared/cci/index.html">www.archindy.org/intranet/shared/cci/index.html</a></b>
Effective Date:	<b>1982</b>
Dates of Revision:	<b>05/02; 08/08; 10/08; 3/12; 10/17; 9/20, 5/24</b>
References:	<b>Orientation Manual; Orientation Acknowledgement Form</b>

**POLICY**

New personnel (paid staff, full and part time, interns and ongoing volunteers) will have sufficient orientation to fulfill their job responsibilities, at both the agency and program levels.

**PROCEDURES**

1. New Personnel are oriented within the first three months of hire to:
  - a. Catholic Charities mission, philosophy, goals, and services.
  - b. The cultural and socioeconomic characteristics of the service population.
  - c. Catholic Charities place in the community.
  - d. Lines of accountability and authority within the Archdiocese of Indianapolis.
  - e. Catholic Charities Performance Quality Improvement system.
  - f. Client Confidentiality.
  - g. How to access Catholic Charities Policies and Procedures and updates.
  - h. How to access Archdiocesan Human Resources Manual and benefit information.
  - i. Non-Restrictive Behavior Management Practices
  - j. Program procedures and job responsibilities specific to their assigned work location.
2. Supervisors will be notified by the Executive Director or designee as to the time of the next orientation for new personnel and verify those needing to attend.
3. If new personnel are unable to attend the orientation in person, then a written copy of the orientation presentation will be sent to them for review and signature. A signed acknowledgement of this review is to be kept by the immediate Supervisor.
4. All new personnel will be asked to complete a survey evaluation of the orientation following the completion of the orientation program.



\_\_\_\_\_  
David J. Bethuram  
Executive Director

6/4/2024

\_\_\_\_\_  
Date

# Catholic Charities

## Acknowledgement of New Personnel Orientation

\_\_\_\_\_, \_\_\_\_\_ has  
(Personnel Name) (Personnel/Program Title)

completed review of the New Personnel Orientation training materials on

\_\_\_\_\_ for Catholic Charities.  
(date)

\_\_\_\_\_  
Personnel

\_\_\_\_\_  
Supervisor

Supervisors should keep a copy.