



Policy Number:

43

Effective Date: October 16, 2017

Revised: August 13, 2020

Subject: Staff Training

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a policy to provide new and ongoing training opportunities for all staff in an effort to ensure best practices are implemented in all areas of CCDDR.

POLICY:

Each employee will be trained in the responsibilities and duties of the employee's position. This includes, but is not limited to, training in all CCDDR procedures, policies, plans, manuals, program guidelines, and forms, as well as applicable developmental disability supports and/or services related to the employee's job duties.

Each employee will have opportunities to receive new or on-going training at other agency-sponsored events/meetings/trainings, staff meetings, one-on-one instruction, CCDDR-sponsored events/meetings/trainings, state agency sponsored events/meetings/trainings, and federal agency sponsored events/meetings/trainings as the need arises.

Each employee will be encouraged to attend seminars, webinars, and conferences relative to their duties at CCDDR. Attendance must be approved by the immediate supervisor or Executive Director and is contingent on budget, staffing patterns, and workload.

REFERENCES:

- CCDDR Employee Manual
- Targeted Case Management Agreement with DMH