

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

---

**Department:** Substance Use Disorders-Four Winds Lodge      **Policy Number:** HHS-SUD-FW 4721

---

**Policy Title:** Orientation of New Employees

---

**Attachments:**

---

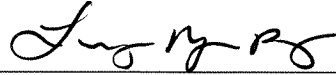
**Revision History:** 1/2018

**Revised by/Date:** Lindsay Misquadace-Berg 7/2021

---

**Approved by:**

Lindsay Misquadace-Berg, Four Winds Treatment Director



**Date:**

8/2/2021

---

**Approved by:**

Nicole Anderson, Commissioner of HHS



**Date:**

8-8-2021

---

**POLICY STATEMENT:** Prior to reporting for duty, all new Mille Lacs Band Four Winds Lodge employees are required to complete pre-service orientation. Continuing staff development is provided on a regular basis.

**PURPOSE:** The purpose of this policy is to list the minimum new employee orientation topics for Four Winds staff.

**PROCEDURE:**

- A. All new employees are required to complete both Mille Lacs Band Personnel and Four Winds Lodge orientation training including, but not limited to, C and D below.
- B. Orientation is based on a written plan that, at a minimum, provides for training related to the specific job functions for which the staff member was hired, policies, procedures, and client needs.
- C. Within 24 hours of employment staff must be trained in:
  - 1. Mandatory reporting of Maltreatment of Vulnerable Adults and Maltreatment of Minors, including specific training concerning obtaining client releases of information, and
  - 2. HIV minimum standards.
- D. As part of the orientation process, staff are trained in:
  - 1. Confidentiality rules and regulations.
  - 2. Ethical boundaries.
  - 3. Emergency procedures.
  - 4. Client rights, which includes the right to be free from abuse by staff.
  - 5. De-escalation techniques
- E. All direct care staff must be trained annually in:
  - 1. Mandatory reporting of Maltreatment of Vulnerable Adults And Maltreatment of Minors, including specific training concerning obtaining client releases of information.
  - 2. HIV minimum standards
  - 3. De-escalation techniques
  - 4. Client confidentiality rules and regulations
  - 5. Ethical boundaries
  - 6. Emergency procedures
  - 7. Client rights

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

---

- F. All direct care staff must have CPR and First Aid every 2 years.
- G. Treatment directors, supervisors, nurses, and counselors must obtain 12 hours of training in co-occurring mental health problems and chemical abuse or dependency that includes competencies related to philosophy, screening, assessment, diagnosis and treatment planning documentation, programming, medication, collaboration, mental health consultation, and discharge planning.
  - 1. New staff who have not obtained such training must obtain it within 6 months of hire.
- H. All counseling staff in co-occurring programs must have 8 hours of continuing education on co-occurring disorders, annually.
- I. All Four Winds Lodge orientation and training is recorded in employee personnel records.

<b>Internal and/or External References</b>	
<b>Compliance - Posting Date</b>	01/2021 <del>01/2021</del>
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	01/2024