

# Staff Member Orientation Checklist

STAFF MEMBER NAME:

ORIENTATION DATE:

DATE COMPLETED

**1 Familiarize staff member with organization:**

- Introduce the mission of organization
- Explain the organization's mandate as described in state statute as well as other pertinent laws and regulations
- Provide information about confidentiality laws and professional ethics
- Review the history of National CASA , state and local organizations
- Describe the structure of organization
- Review general roles of the board of directors, staff and volunteers
- Introduce recruitment, screening, training, and supervision functions
- Provide ICWA compliance information and resources
- Review the specific responsibilities of CASA/GAL volunteers
- Describe resource development plans to raise funds and garner support
- Detail community need for organization's services including demographics of community and children served
- Review organization's ability to meet community's needs
- Describe organization's long-range goals and plans

**2 Review staff member duties:**

- Provide a copy, review and discuss employee job description

**3 Give tour of the organization:**

- Introduce to staff
- Give tour of office and provide instructions for use of office equipment (e.g., phone, computer system, copier, fax machine, mailing system)
- Give tour of court house (hearing rooms, records section) and introduce to child protective services scheduling staff

**4 Provide staff member information:**

- Copy of employee handbook
- Copies of personnel forms
- Copy of benefits packet
- Copy of volunteer policies and procedures
- Copy of pre-service training manual

**5 Schedule observations:**

- Arrange observation of a court hearing with a CASA/GAL volunteer
- Arrange observation of case supervisor meeting with CASA/GAL volunteers