Meetings with Staff

Sara Marin, Director of Administration (1 hour)

* Complete paperwork
* Computer use
  + User name & password
  + CILSuite log-in, set up CILSuite profile (address & phone)
  + Office 365 Login Overview
  + Google Drive Login
  + Sharepoint & Yammer overview
* Distribute employee handbook
* Review of office locations, staff and organizational chart
* Lock-up procedures, AT and copy room, etc.
* Discuss office procedures (phone answering protocol, company calendar)
* Procedure for Inclement Weather
* Use/storage of office equipment and supplies
* Timecard Entry Overview
* Set up email signature and review phone voice mail
* Forward yearly meetings via calendar
* Sexual Harassment Training/PowerPoint Presentation

Meeting with Supervisor (2 hours)

* Review Job Description
* Discuss communication preferences, supervision style and expectations
* Review Performance Evaluation Form
* Provide Communication Style Quiz
* Review grant goals and reporting (if applicable)
* Review Google Drive folders
  + Grant hours/Professional Development
  + Relevant Grant folders
  + Match Hours Doc (if relevant)
* Share calendar with appropriate staff
  + Required: Supervisor, IRSs/front desk, Dir. of Admin, AD, ED, Exec Asst., Fellow grant staff

Dori Tempio, Director of Community Outreach and Consumer Rights (1.5 hours)

* Overview of Role
* Overview Presentation of Able SC Programs
* Disability Sensitivity and Etiquette Training
* Peer Support
* Volunteer Procedures
* Outreach materials/procedure

Forrest Hamrick, Quality Assurance Coordinator (1.5 hours)

* CIL and Microsoft Teams (as needed) Tutorial
* Review of ILS documents (when applicable), Case Closure Procedures and Forms
* Review of Community Activities procedures
* Introduction to monthly audit/goals expectations
* QA discussion about Google Drive organization/success stories
* Reporting discussion

Charlie Walters, Director of Transition Programs (30 minutes)

* Overview of Youth Programs
* Current Barriers to Successful Youth Transition in Education
* Able SC Systemic Efforts to Address Barriers
* HireMeSC campaign

Sandy Jordan, Director of Employment Programs (30 minutes)

* Overview of Employment Programs
* Current Barriers to Employment
* Able SC Systemic Efforts to Address Barriers
* Employment First philosophy

Robbie Kopp, Director of Advocacy and Community Access (30 minutes)

* Overview of Advocacy and Accessibility Programs
* Current Barriers to Community Inclusion
* Able SC Systemic Efforts to Address Barriers
* Brief Overview of Different Access Laws
* DART
* Advocacy vs. Lobbying

Jerri Davison, Assistant Director (30 minutes)

* Overview of AD Role
* Workplace Culture
* Unauthorized Practice of Law
* Representing the Organization
* Program Evaluation/Success Stories
* Media Interaction

Kimberly Tissot, Executive Director (30 minutes)

* Mission, History, Vision
* Organization’s Expectations

Other Program Staff as Relevant to Position (List topics to discuss)

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Observation Opportunities (advocacy-related meetings, consumer or professional trainings

* Two advocacy-related meetings

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* Peer Support Meeting
* Consumer Training

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* Professional Training

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* Three Consumer Visits
* Three School Visits (if relevant)

Self-Guided Orientation

Complete Communication Style Quiz and return to Supervisor

Policies to Review

* Review Personnel Policies
* Review IL Manual
* Review AT Policy
* Review Strategic Plan
* Review Emergency Preparedness Plan
* Review Employee Handbook
* Review Guide to Microsoft Teams

Training

* ​​[Foundations for Independent Living](http://www.ilru.org/training/foundations-independent-living-series)
* [State Plan for Independent Living](http://www.ilru.org/training/state-plan-for-independent-living-spil-development-series)
* [Core Services](http://www.ilru.org/training/core-services-for-centers-for-independent-living-series)​​
* [ADA Building Blocks](http://adabasics.org/)
* [Security Awareness Training](https://protects.eset.com/cybersecurity-edu-register-emp?elq_mid=3010&partnerref=elq-it-thx&elqTrackId=a50fc5f9a67142c68d8956ca12d49939&elq=2fb710c4ce074afb8e2306f7c1646f04&elqaid=3010&elqat=1&elqCampaignId=)

Videos

* Lives Worth Living DVD
* Bottom Dollars
* Including Samuel
* Invisible Voices
* Harassment & Diversity
* [Ed Roberts Free Wheeling](https://www.youtube.com/watch?v=ci3ek-tqiGQ)
* ​​[Don't Limit Me](https://www.youtube.com/watch?v=YOwDfnoek6E)
* [EQUIP - The Same ​](https://www.youtube.com/watch?v=YhsjX9veRP8)
* ​​[Able SC Health Care Modules](http://www.able-sc.org/resources/)​​
* [Community Leadership Academy](https://www.youtube.com/watch?v=33C1uLDSUUc)
* [Voting with a Disability in SC](https://vimeo.com/158471063/78677a7ddc)
* Harassment & Diversity: Respecting Differences
* Intelligent Lives: [Captioned](https://drive.google.com/open?id=1gVvnEtZP-5w_QPe3GEuykyTa-xq-s3fM) – [Descriptive Audio](https://drive.google.com/open?id=1LucEAwTMod-Z8jXwha4UxvCdTH7awO7d)

I have completed all of the activities listed above.

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Staff Signature/Date

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Supervisor/Date