

**THE COUNSELING SOURCE, INC.**  
**POLICY AND PROCEDURE**

TITLE: Cultural Competency and Diversity

PURPOSE: To ensure that cultural competency is demonstrated in the employment and training practices as well as service delivery.

POLICY: All employees will receive training in cultural diversity and sensitivity upon hire and on an annual basis. Cultural competency will be demonstrated in the employment and training of employees and service delivery.

PROCEDURE:

- Job openings will be accessible to all potential applicants through on-line job posting agencies, and through direct mail to licensed clinicians regardless of ethnicity, race, religion, age, gender, and disabilities.
- Employees will receive cultural diversity and sensitivity training upon hire and at the annual employee training.
- Every reasonable effort will be made to meet a client's request for gender specific or specialized area of training of a treating clinician.
- Any concerns/grievances that are reported will be processed through the agency's "Client's Rights and Grievance Procedure" or the "Corporate Compliance Program."

REFERENCED STANDARDS AND REGULATIONS:

CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 12/6/2004

REVIEWED: February 2018

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David F. Turner, Executive Director

Date