

# **THE COUNSELING SOURCE, INC.**

## **POLICY AND PROCEDURE**

**TITLE:** Hiring Practices and Procedures

**PURPOSE:** To ensure that staff meet and maintain the qualifications necessary to legally provide services prior to hire and maintain required credentials throughout employment.

**POLICY:** Qualifications of employees will be verified prior to the delivery of services and throughout employment to ensure the quality and safety of services. Obtained information will be noted in the employee's personnel file, as appropriate.

**PROCEDURE:**

- Application – All employees will be required to complete an application prior to hire.
- I-9 Form – An I-9 Form will be completed and the appropriate required documentation will be verified and copied and placed in the personnel file.
- Job Description – The employee will review his job description and sign signifying that he/she understands and agrees to perform the duties as outlined. This document will be maintained in the personnel file.
- Resume – A resume will be obtained prior to or at the time of the formal interview. This document will be maintained in the personnel file.
- Employee Handbook Receipt – The employee will sign the “Handbook Acknowledgement of Receipt” for the employee handbook. This document will be maintained in the personnel file.
- Professional License - All personnel for whom licensure is required by law shall maintain current licensure by the appropriate body in the state of Ohio and shall practice only within the scope of their license. Licensure will be verified upon hire by means of the respective state boards' licensing verification systems. Licensure will be verified biannually thereafter, including the review of any disciplinary actions.
- Exclusionary Lists – The Office of Inspector General’s (OIG) List and the System for Award Management (SAM) screenings are conducted biannually.
- Pre-Employment Physical – All employees will be required to receive a pre-employment physical, including a drug screen, prior to service delivery. This document will be maintained in the employee medical file.
- TB Test - All clinical staff will be required to receive a two-step TB Test prior to service delivery. This document will be maintained in the employee medical file.
- Background Check – All employees will be required to have a criminal background check prior to service delivery. This document will be maintained in the personnel file.

If the Background check presents any criminal activity, the Executive Director will determine whether to rescind the offer of employment, terminate employment, or limit the employee's job responsibilities if possible.

- Name Badge – A name badge will be issued to all clinical employees.
- Automobile Liability Insurance – Employees will be required to show proof of automobile liability insurance.
- Corporate Compliance Training – In addition to clinical orientation, all new employees will receive Corporate Compliance Training. The employee will sign an acknowledgement of training.
- Training Checklist – A clinical training checklist will be completed during orientation.

REFERENCED STANDARDS AND REGULATIONS:

OhioMHAS

CARF Behavioral Health Standards Manual

REVIEWED: February 2018

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