

New Employee Orientation & Basic Training Schedule

	Week 1	Week 2	Week 3	Week 4
	<u>Mon:</u> Noon – 5 <u>Tue-Thurs:</u> 8 – 5 <u>Fri:</u> 8 - 1	No Classes at Academy	<u>Mon-Thurs:</u> 8 – 5 <u>Fri:</u> 8 - 1	<u>Mon-Thurs:</u> 8 – 5 <u>Fri:</u> 8 - 1
	All OYA Employees and Teachers required		All Direct Care Staff (Facility and Field) required	All Direct Care Staff (Facility and Field) required
Monday	<ul style="list-style-type: none"> • OYA Agency Overview, Mission and Vision • Contraband Overview • OYA-Harassment & Violence Free Workplace • Human Resources/ Payroll 	OYA <i>Direct Care Staff</i> 40-hr <i>“On-the-Job-Training”</i>	<ul style="list-style-type: none"> • Facility Observation Debrief • CPI Verbal De-escalation Skills 	<ul style="list-style-type: none"> • Suicide Prevention • Behavior Accountability Matrix
Tuesday	<ul style="list-style-type: none"> • Blood/Airborne Pathogens • Hepatitis/HIV Overview • SEIU Overview • Medication Administration (policy) • What is Cognitive Behavior Intervention 		<ul style="list-style-type: none"> • Contraband and Searches – Preserving the Chain of Evidence • Responsivity; Behavior Shaping and Cognitive Behavior tools 	<ul style="list-style-type: none"> • Report Writing • JJIS YIR Writing • JJIS Basics
Wednesday	<ul style="list-style-type: none"> • Boundaries/Ethics/OYA Principles of Conduct • Electronic Information System Policy • Mandatory Child Abuse Reporting • Administration Communication • Prison Rape Elimination Act (PREA) 		<ul style="list-style-type: none"> • CPR-1st Aid-AED • Backboard/Restraints/Restraint Chair 	<ul style="list-style-type: none"> • Transportation of Youth Offenders, Secure and Non-secure • Overview of OYA juvenile population • OTIS Overview • Legal Liability and Youth Rights • Fire Suppression
Thursday	<ul style="list-style-type: none"> • Introduction to Cultural Competency/Diversity • Adolescent Development 		<ul style="list-style-type: none"> • Adolescent Drug and Alcohol Issues • Professional Image • Personal Protection Level 2 	<ul style="list-style-type: none"> • Cognitive Behavior, Teaching Skills and Group Process • iLearn overview and profile setup • Assisting with Physical Intervention
Friday	<ul style="list-style-type: none"> • MSDS-Lockout Tagout • Personal Protection Level 1 		<ul style="list-style-type: none"> • Gang Recognition • Religion/Spirituality Policy 	<ul style="list-style-type: none"> • New Employee/Basic Training Review, Exam and Graduation