

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