

 <b>STANISLAUS COUNTY BEHAVIORAL HEALTH AND RECOVERY SERVICES</b>	<b>Developed by/Date:</b> D. Souza, LCSW 9/19/01	<b>Page:</b> 1 of 1	<b>Number:</b> 60.3.103
	<b>Reviewed by/Revised Date:</b> D. Cary 4/08, 6/8/11, 1/7/14, 5/15, J. Baker 10/17, C. Golden 5/19, B. Kaldani LMFT 4/21 Leonor Sierra MSW 2/23, 9/23	<b>Replaces:</b> 5/20/15	<b>Subject:</b> Human Resources  <b>Distribution:</b> All Programs
<b>Title:</b>  <b>CORE COMPETENCY TRAINING</b>		<b>Approved:</b>	

## **POLICY**

Employees will be required to complete specified training courses and other activities related to the development of specified core competencies necessary for their job. These courses and activities will be made available to employees, including release time from regular duties. Timeframes for completion will be established for each employee and communicated to them at the time of appointment and at each annual performance review. Core competencies will vary based on employee's classifications, job, and licensure requirements. These core competencies are required for all full-time employees and may be required for part-time staff by senior managers depending on job requirements.

## **PURPOSE**

To ensure a well-trained workforce where each employee has the minimum competencies necessary to do their job. To provide the necessary job training to employees in an ever-changing environment and to provide quality services to consumers served by the Department. Training will incorporate all applicable statutes and regulations, including, but not limited to, the requirements referenced in 45 CFR 96.132 (b).

## **PROCEDURE**

- A. BHRS Training Committee, in consultation with Senior Leadership Team and Executive Team, will establish core competency courses and activities for all groups of employees. Leadership Staff ([See Attachment A](#)). Administrative and Clerical Staff ([See Attachment B](#)). Clinical and SUD Services Staff ([See Attachment C](#)). These will be communicated in writing to all employees.
- B. The BHRS Training Coordinator will be responsible for ensuring that the required courses and activities are available to employees. Senior Leadership will be responsible for ensuring that adequate resources are available.
- C. New employees' immediate supervisors will provide staff a list of required core competency courses, activities, and the timeframes for completion.
- D. Immediate supervisors will be responsible for providing newly promoted or transferred employees a list of required core competency courses and activities for their new positions. The employee and his/her manager are responsible for ensuring that the employee attends all required training in the allotted time.
- E. Annual performance reviews will indicate progress toward completion of the required core competency courses and activities and corrective action plans if not completed.
- F. BHRS Training Committee will review the required core competency courses and activities annually and adjust as needed.
- G. Attendance records for BHRS sponsored trainings will be maintained jointly by Workforce Development and Training, Data and Technology Services and Human Resources and entered into People Soft and other learning management software used by BHRS.
- H. Supervisory staff will have access to training attendance reports for each employee through BHRS Workforce Development and Training or Human Resources.