Orientation Plan

A. Orientation Plan
Check list and Five W's
Beginning Agreement
Learning Styles

B. Supervision
Supervisor role and style
Previous experiences with supervision
Weekly supervision times
Who sets agenda for supervision meetings?
What is discussed in supervision?
How to discuss goals, fears, issues and assignments

C. Expectations for Professional Behavior
Agency boundaries: what is acceptable?
Time off for illness, holidays, tests

Mezzo Level of Orientation

A. Purpose, Function, and structure of the agency
Mission
Governance
Policies

B. Who's Who
Organizational Charts
Job descriptions
List of people to meet

C. Clients/Consumers/Constituents
Who they are
In what ways they are served
How they get connected
What is the process for intake-termination?

Where is everything?
Student's desk, phone, files, etc.
Tour of agency
Copy machine
Lunch/break room (who eats with whom and are students welcome)

D. Information Flow
Telephone
Computer use/access resource/person
Routing material
Mail/inbox
Messages
Meetings required

E. How to document
When and where
Confidentiality in documentation
Jargon, abbreviations
How to keep statistics
What forms are required?

F. Confidentiality
Consent for release of information
Confidential and privileged information
Legal requirements to report; other legal parameters

G. Safety
In the office
In the neighborhood

H. Resources
For clients/consumers/constituents
For students
Bibliography of important books and articles
Internet availability
Library journal access
Mileage reimbursement
Workshop additional learning opportunities

Macro Level of Orientation

A. The community
Map of the neighborhood
History of the neighborhood
Strengths of the community
Major issues affecting clients/population
Aspects of diversity in the community
Leadership in community

B. Social Service System
List of area agencies and organizations
How your agency fits in with similar agencies elsewhere
How your agency coordinates with other types of agencies
Coordination/networking bodies in the community
History/perceptions/strengths/limitations of agency in community
Funding for agencies

C. Social Policy
Government mandates or sanctions
Who's who in regulatory bodies?
Regulatory processes
Legislation affecting clients/agency