

Sixth District Department of Correctional Services POLICY		Issue Date 10/16/09	Effective Date 04/07/17	Policy Number 2312-17
Subject ANCHOR CENTER LICENSED SUBSTANCE ABUSE PROGRAM EMPLOYEE RECRUITMENT, SELECTION, AND CERTIFICATION		Review Month September	Author 0633 (RME)	
Rescinds 2312-14	References			

POLICY:

The Director and/or designee ensures all employees of the ANCHOR Licensed Substance Abuse Program are recruited and selected in compliance with appropriate federal and state laws, as well as methods in accordance with Sixth Judicial District Department of Correctional Services policies and procedures. Employees providing clinical services are certified, licensed, or have documentation of appropriate education and experience to provide such services in a competent manner.

PROCEDURE:

1. Employees are recruited and selected in a manner congruent with all applicable federal and state laws as well as Sixth Judicial District Department of Correctional Services guidelines.
2. Employees hired to perform clinical work are certified, licensed, or have documentation of appropriate education and experience to perform the work in a competent and ethical manner. Copies of these documents are provided by the employee and kept in appropriate personnel files.
3. Employees who are not either certified or licensed may be hired if they otherwise have the appropriate education/work history enabling them to obtain the requisite credentials to autonomously perform clinical tasks required of their position within two (2) years of employment. This expectation is reflected in their performance reviews.
4. Employees who are certified and/or licensed are expected to maintain that certification and/or licensure in good standing with the appropriate boards. Copies of re-certification or updated licensure are provided by the employee and are kept in appropriate personnel files.
5. Clinical trainees are selected based on educational background, expressed interest in substance abuse counseling field, and other relevant attributes directly related to their ability to learn skills necessary to competently and ethically provide services to ANCHOR Center Licensed Substance Abuse Program clients.
6. Clinical trainees or employees lacking the appropriate experience, education, licensure, or certification to autonomously provide clinical services may provide clinical services only under the direct supervision of an employee who is appropriately qualified to do so.
7. Clinical trainees and employees in the process of developing clinical competency are not permitted to offer services beyond their ability and may not provide services independent of an employee who is qualified to supervise and provide such services.

BY ORDER OF:

Bruce Vander Sanden, Director