



Social Services Assistant Orientation

Employee Name: _____

A. General Orientation was completed on: _____

B. Job Specific Orientation below.

Criteria	Information Source	Employee Signature	Instructor Signature	Date
Review of Social Services Policy and Procedure Manual	Administrator Social Services Policy and Procedure Manual			
1. Admission Process: <ul style="list-style-type: none"> • Admission/Re-Admission Assessment • Psychosocial Assessment • Level 1 • Social History • Advance Directive Acknowledgment • Initial Discharge Plan 	Administrator/SSD/Social Services Consultant Social Services Policy and Procedure Manual OBRA Office			
2. Discharge Process: <ul style="list-style-type: none"> • Home Health/Hospice Referrals • Gateway Referrals • DHR Reporting of Unsafe Discharges 	Administrator/SSD/Social Services Consultant Social Services Policy and Procedure Manual Agency for Aging			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
3. Documentation: <ul style="list-style-type: none"> • Admission Note • Quarterly Notes • Change in Condition Notes • Discharge Note 	Administrator/SSD/Social Services Consultant Social Services Policy and Procedure Manual			
4. MDS Process: <ul style="list-style-type: none"> • Assessment Window for Documentation • Quarterly and Annual Assessments and Documentation • Team Based Meetings • Medicare Meetings 	MDS Coordinator/Therapy Team Leader			
5. Grievance Procedure: <ul style="list-style-type: none"> • Logging Grievances • Assigning Grievances • Following up on Grievances 	Administrator/SSD/Social Services Consultant Operations Policy and Procedure Manual Social Services Policy and Procedure Manual			
6. In House Services: <ul style="list-style-type: none"> • Dental • Podiatry • Vision • Psychiatry 	Administrator/SSD/Social Services Consultant 360 Services Senior Cares Walker Baptist CRNP			
7. Resident Services: <ul style="list-style-type: none"> • Room Changes 	Administrator/SSD/Social Services Consultant			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
<ul style="list-style-type: none"> • Resident Inventory • Absentee Voting • Resident Shopping • Scheduling Appointments and Coordinating Transportations 	Social Services Policy and Procedure Manual			
8. Resident Council: <ul style="list-style-type: none"> • Scheduling Meetings • Resident Council Elections • Resident Council Minutes • Resident Council Concerns 	Administrator/SSD/Social Services Consultant			
9. Morning Meeting Agenda	Administrator			
10. Ombudsman Services <ul style="list-style-type: none"> • Ombudsman Assigned to Area • Services Offered by Ombudsman 	Administrator/SSD/Social Services Consultant Area Ombudsman			
11. Survey Process: <ul style="list-style-type: none"> • Survey Assignments • Survey Readiness Binder 	Administrator			
12. Transporting Residents: <ul style="list-style-type: none"> • Check Off on Using Lift and Securing 	Administrator/SSD/Maintenance Director Operations Policy and Procedure Manual			

Criteria	Information Source	Employee Signature	Instructor Signature	Date
Wheelchair in Facility Van • Assigning Staff for Transports				
13. Review and Sign Job Description	Administrator			

Attach Transportation Orientation to this training.