

# **Plains Area Mental Health, Inc.**

## **Hiring Procedures**

By Iowa State Law, Plains Area Mental Health, Inc. is an “At Will Employer”, whereby the employer or employee can terminate their employment relationship at any time, for any reason, or for no reason at all, with or without notice.

Plains Area Mental Health, Inc. does not discriminate on the basis of age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, or disability. Plains Area Mental Health, Inc. is an equal opportunity employer.

### **General**

The Board of Directors of Plains Area Mental Health, Inc. shall employ the Executive Director. Under the Board of Directors the Executive Director shall employ all other staff for the Center.

Applicants for employment shall be considered on the basis of their degree of professional and personal competence and suitability for the position applied for and as determined by personal interview and supportive materials.

Persons who are being considered for employment shall be aware of the Center’s personnel policies prior to their acceptance of employment.

Offers of employment while initially may be verbal, will be followed up in writing.

### **Notice of Employment Openings**

When a position opening or vacancy occurs, the Center will notify current staff either by posting the position or in memo form.

Qualified current staff persons shall be given equal consideration with other applicants.

The Center may also advertise such openings in public newspapers, with the Iowa State Workforce Center and, as appropriate, involve other organizations officially engaged in securing employment opportunities.

All advertisements shall include the claim the Center is an EOE/AA employer. All applicants shall be equally considered based on the Center's nondiscrimination statement (above).

### **Application**

Each applicant shall be required to submit a complete written application and a resume. Any applications which are found to contain false or omitted information will not be accepted and the applicant will not be further considered for employment. Any application which is found to contain false or omitted information after an employee is hired is cause for termination.

One or more face-to-face interviews will be required prior to the final selection of any applicant for employment.

The Center will keep applications on file for a period of six months. After this, applicants seeking employment must reapply. Should the position for which applicants made contact come open within that six-month period, they shall be given equal consideration with all other applicants.

Applicants shall allow the Center to check references.

Applicants who are not accepted will be notified by mail.

### **Licensure**

The Center requires all eligible clinicians seek and obtain a license from their respective profession. If a person is license-eligible, the Center may terminate the employee if he/she is not able to attain licensure 90 days from the date when they are first eligible to sit for their respective licensure examination. MSW’s are required to obtain licensure prior to practicing psychotherapy and will not be eligible for such positions until licensure is obtained.

## **Qualifications For Hire**

Qualifications and competencies are defined commensurate with the specific job responsibilities and applicable licensure laws and a **Credentialing Review Process** is established to ensure compliance. Copies of required documentation supporting qualifications shall be maintained in the personnel file. Some items involved in the Credentialing Review Process will include:

1. Verification of coursework, degree and licensure by receipt of transcripts and copies of degree and license.
2. Verification of continuing education by certificates of completion.
3. Verification of References through letters or phone contact.
4. Non-Law Enforcement Record Check and Child Abuse Registry. Dept. of Human Services (DHS) Child and Dependent Adult Abuse Record Check.
5. Office of Inspector General Exclusion List; check to include any and all names used by the applicant.
6. Dept. of Public Safety (DPS) Criminal History Check.

DHS and DPS record checks that come back with a hit (positive for activity), may be cause for prohibition of employment. If PAMHC decides to continue with the application the applicant will be subject to a DHS evaluation for employment suitability.

## **Conflict of Interest**

No Center staff person shall engage in outpatient mental health private practice activities that the Center provides within or outside of the Center's service area unless pre-approved by the Personnel Committee of the Board of Directors and unless specified by written contractual agreement. This includes outpatient treatment, evaluation activities, consultation and education (outside of regular academic instruction at a college, university or school).

Employees wishing to engage in private practice outside of the Center must submit an application to do so. An application must be obtained from the Executive Director.

Employees that are approved for private practice must submit a written annual report of activities to the Personnel Committee.

## **Job Descriptions**

Each employee and clinical consultant shall have a current job description.

The Executive Director or supervisor will develop written job descriptions for all staff persons. The job description shall be individualized and reflect the duties of the staff person.

Job descriptions will include examples of the work to be performed along with abilities, knowledge and skills. Educational and licensure requirements shall also be addressed. Supervisory relationships shall be stated.

The staff person shall sign the job description giving his or her acknowledgment that he or she understands the responsibilities and duties of the position. He/ She shall also sign the Orientation Acknowledgement Form that indicates staff acknowledgment of the Center's Personnel Policies.

The staff person shall be given a copy of their job description and an original copy shall be maintained in the individual's personnel file.

In the case where a staff person is transferred, demoted or promoted, a job description shall reflect the nature of the responsibilities and the duties of the new position.

The Board of Directors shall develop the job description in the case of the Executive Director.

## **Orientation**

Each employee will participate in an orientation program within the first two weeks of hire. The orientation program shall include but is not limited to the following:

1. A discussion of the relationship of the Center to the communities it serves, county boards of supervisors, and other agencies with whom the Center has a relationship.
2. An introduction to the Center and facilities, the organizational structure, and policies and procedures.
3. A discussion of the personnel policies.

4. The employee's job description and any training or other requirements specific to the position.
5. Confidentiality, and HIPAA, Privacy and Security policies and procedures