

# ONBOARDING PROCESS FOR NEW STAFF:

## 6 STEPS -2- SUCCESS!

### STEP 1:

Your Supervisor should email your name, title, and email address to [Emil Ramnarine](#) and [Jennifer Pierre](#).

*Jennifer and Emil will support the onboarding process and add you to the listserv so you can receive updates and opportunities.*

### STEP 2:

Email [Emil](#) to sign up for an onboarding session, ideally your first week!

During this session we will welcome you to the Fair Futures family, provide an overview of the model and background, and discuss your specific role and how it fits into the broader program. We will also walk through all of the training, technical assistance, and professional development supports available to you.

### STEP 3:

Sign up for all mandatory Fair Futures trainings, based on your role. This should be done your first week.

All mandatory trainings can be found [here](#). Look for your staff role in the last column to see which you need to attend.

You can also sign up for [non-mandatory workshops](#), [learning communities](#), [in-person self care sessions](#), [1:1 Coaching](#), [1:1 technical assistance](#), and other professional development supports where you can meet your peers from other agencies and jump right into the learning.

### STEP 4:

While you are waiting for your onboarding session, read the [Fair Futures Manual](#).

At a minimum, we recommend that new staff read the [Manual Summary](#) and the [section\(s\) of the Manual](#) that relate to your role. *If you are unsure, please ask Emil or Jennifer.*

### STEP 5:

If you are a Coach or a Middle School Specialist, email [Emil](#) to set up a 1:1 TA session BEFORE you reach out to your young people/families.

*Our team will help you practice your intro and develop language to use so that you feel comfortable making that first call!*

### STEP 6:

After your onboarding session and before using Care4, follow these steps:

- Email [Nadine](#) at [info@fairfuturesny.org](mailto:info@fairfuturesny.org) to set up your Care4 username and password.
- [Sign up for a Care4 Platform Training](#) with Matt based on your role.
- Coaches & Middle School Specialists ONLY: Complete the **60-minute Goals & Steps Review**. [Sign up here](#).

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## YOU ARE NOW READY TO START TRACKING IN CARE4!

**PLEASE NOTE: IT IS MANDATED BY ACS TO TRACK ALL YOUTH SERVICES AGES 11+ IN CARE4.**

### MIDDLE SCHOOL SPECIALISTS & COACHES:

After you complete your Care4 Platform Training with Matt, you can start tracking your contacts in Care4. If the young person had another Coach or Middle School Specialist previous to you, you should first read their last several notes so you have the latest updates! If the youth is new to the program, fill out the Enrollment Form. Coaches should also start working on the ["First 90 Days of Coaching Checklist"](#).

### HIGH SCHOOL, COLLEGE, CAREER/EMPLOYMENT, & HOUSING SPECIALISTS:

After you complete your Care4 Platform Training with Matt, you can start tracking the services you provide to young people using the "Targeted Service Forms" in Care4.