ONBOARDING PROCESS FOR NEW STAFF:

6 STEPS -2- SUCCESS!

**STEP 1: REGISTER WITH THE JUVENILE JUSTICE RELATIONSHIP MANAGER**

Supervisors of new staff should email Stephanie Dueño (stephanie.dueño@fairfuturesny.org), Juvenile Justice Relationship Manager, with new staff names, titles and email addresses.

**STEP 2: SIGN UP FOR ORIENTATION**

Reach out to Stephanie within the first week to schedule an orientation.

During this session we will welcome you to the Fair Futures community, 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: SCHEDULE YOUR 1:1 TA SESSION**

Before reaching out to young people or families, schedule a 1:1 Coaching or Leadership TA session!

Register for these sessions by reaching out to Stephanie.

- If you are a Coach or a Specialist, practice using coaching language and approaches with Cashay Haffoney, Director of Coaching and Wellness.
- If you are a Supervisor or Director, set-up a leadership coaching session with Emil Ramnarine, Executive Director for the Center for Fair Futures.

**STEP 4: SIGN UP FOR TRAININGS**

Register for all mandatory Fair Futures trainings.

A full training schedule will be available soon, but register for the first round of juvenile justice trainings and events by clicking the links below:

- Juvenile Justice Overview, Tuesday, April 18th
- Juvenile Justice Kick-off Event, Thursday, April 20th
- The Core Training for Juvenile Justice Practitioners, Monday, April 24th - Thursday, April 27th

While training is mandatory for coaches, supervisors, specialists, and directors, staff who work closely with Fair Futures staff are also welcome to register and attend these opportunities.

**STEP 5: READ THE FAIR FUTURES MANUAL**

Please read the Juvenile Justice Manual.

At a minimum, we recommend that new staff read that and the section(s) of the Manual that relate to your role. If you are unsure, please ask!

**STEP 6: SIGN UP FOR CARE4 TRAINING**

After completing orientation and the Core Training and before using Care4, follow these steps:

- Email Nadine at info@fairfuturesny.org to set up your Care4 username and password.
- Sign up for a Care4 Platform Training with Matt Sexton based on your role.
- If you are a Coach: after the Care4 Platform training with Matt, sign up for the mandatory 1:1 TA session with Stephanie Dueño on how to add Goals for your coaching group.

YOU ARE NOW READY TO START TRACKING IN CARE4!

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE FAIR FUTURES JUVENILE JUSTICE RELATIONSHIP MANAGER, STEPHANIE DUEÑO AT STEPHANIE.DUEÑO@FAIRFUTURESNY.ORG