



**Deschutes County Health Services**

**WELCOME WEEK**

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**NEW EMPLOYEE**

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**Employee Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

# Contact Information

ORIENTATION AMBASSADOR NAME: \_\_\_\_\_

PREFERRED CONTACT:     CALL     TEXT     EMAIL

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_@deschutes.org

SUPERVISOR NAME: \_\_\_\_\_

PREFERRED CONTACT:     CALL     TEXT     EMAIL

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_@deschutes.org

Attendance and punctuality are very important to your orientation experience. Please take notice of the starting time as well as the location for each day throughout orientation and be sure to give yourself adequate time to travel so that you may arrive on time.

We do realize that there are times when absences and tardiness cannot be avoided. In the even that you are going to be late or absent, please notify both the Orientation Ambassador and your Supervisor as early as possible using their designated preferred contact method.

# Transportation

WELCOME WEEK ACTIVITIES OCCUR AT MULTIPLE SITES THROUGHOUT THE COUNTY.

NEW EMPLOYEES WILL BE REQUIRED TO TRAVEL TO & FROM A VARIETY OF LOCATIONS.

**CARPPOOLING IS STRONGLY ENCOURAGED BUT IS ENTIRELY OPTIONAL.**

PLEASE CONSULT YOUR DIRECT SUPERVISOR FOR INFORMATION ON MILEAGE REIMBURSEMENT. WHEN DRIVING YOUR PERSONAL VEHICLE ON COUNTY BUSINESS YOU MUST HAVE PROVIDE CURRENT INSURANCE INFORMATION TO HR.

# Kickoff/Deschutes County Day Schedule - Employees

DAY 1

<b>8:00am—8:30am</b>	<b>BEGIN DAY @ COUNTY ADMIN BUILDING</b> <i>1300 NW WALL STREET   BEND OREGON</i> <i><u>MEET IN 1ST FLOOR ENTRYWAY/LOBBY</u></i> <ul style="list-style-type: none"><li>• AMBASSADOR MEET &amp; GREET</li><li>• DAILY SCHEDULE REVIEW</li><li>• EMPLOYEE BADGE &amp; PAPERWORK</li></ul>
<b>8:30am—9:10am</b>	<b>WELCOME TO DESCHUTES COUNTY</b> <i><b>INTERNS ARE ASKED TO JOIN THIS PORTION OF THE SESSION</b></i> <i>ALLEN ROOM, 2ND FLOOR</i>
<b>9:10am—12:30pm</b>	<b>DESCHUTES COUNTY EMPLOYEE ORIENTATION</b> <i><b>THIS SEGMENT EXCLUDES INTERNS.</b></i> <i><b>IF YOU ARE AN INTERN, PLEASE SEE AMBASSADOR FOR ALTERNATE SCHEDULE.</b></i>  <i>THIS ORIENTATION WILL COVER EMPLOYEE BENEFITS AND OTHER HUMAN RESOURCE POLICIES AND INFORMATION AND INCLUDES EMPLOYEES FROM VARIOUS DEPARTMENTS THROUGHOUT THE COUNTY.</i>
<b>12:30pm—1:30pm</b>	<b>LUNCH BREAK</b>
<b>1:30pm—2:30pm</b>	<b>RISK MANAGEMENT TRAINING</b> <i>ALLEN ROOM, 2ND FLOOR</i>  <i>THIS ORIENTATION IS FOR EMPLOYEES FROM THROUGHOUT THE ENTIRE COUNTY AND IS NOT SPECIFIC TO HEALTH SERVICES.</i>
<b>2:30pm—3:30pm</b>	<b>WELCOME TO DCHS</b> <i>WITH AMBASSADOR</i> <i>SAME BUILDING—LYON ROOM, 1ST FLOOR</i>
<b>3:30pm—4:30pm</b>	<b>MANAGEMENT TEAM MEET &amp; GREET</b> <i>SAME BUILDING—LYON ROOM, 1ST FLOOR</i>

## Knowledge Check:

BY THE END OF TODAY, YOU SHOULD HAVE BEEN PROVIDED THE FOLLOWING :

- |   |   |
|---|---|
| <input type="checkbox"/> AN ORIENTATION AMBASSADOR WHO WILL GUIDE YOU THROUGH THE NEXT WEEK | <input type="checkbox"/> AFSCME INFORMATION (IF APPLICABLE)     |
| <input type="checkbox"/> EMPLOYEE IDENTIFICATION BADGE                                      | <input type="checkbox"/> OVERVIEW OF HUMAN RESOURCE POLICIES    |
| <input type="checkbox"/> ORIENTATION BINDER (FROM YOUR AMBASSADOR)                          | <input type="checkbox"/> RISK MANAGEMENT TRAINING               |
| <input type="checkbox"/> EMPLOYEE BENEFIT INFORMATION                                       | <input type="checkbox"/> MEET & GREET WITH DCHS MANAGEMENT TEAM |

# Kickoff/Deschutes County Day Schedule - Interns

DAY 1

<b>8:00am—8:30am</b>	<b>BEGIN DAY @ COUNTY ADMIN BUILDING</b> <i>1300 NW WALL STREET   BEND OREGON</i> <ul style="list-style-type: none"><li>• AMBASSADOR MEET &amp; GREET</li><li>• DAILY SCHEDULE REVIEW</li><li>• EMPLOYEE BADGE &amp; PAPERWORK</li></ul>
<b>8:30am—9:10am</b>	<b>WELCOME TO DESCHUTES COUNTY</b> <i>THE ALLEN ROOM IS LOCATED ON THE 2ND FLOOR</i> <b>INTERNS ARE ASKED TO PLEASE JOIN THIS PORTION OF THE SESSION</b>
<b>9:10am—9:30am</b>	<b>GO TO HEALTH SERVICES MAIN BUILDING</b> <i>2577 NE COURTNEY DRIVE   BEND OREGON</i>
<b>9:30am—10:30am</b>	<b>INTERN ORIENTATION   MEET &amp; GREET</b> <b>THIS SEGMENT IS EXCLUSIVELY FOR INTERNS.</b> <i>MEET IN ENTRY LOBBY—MEETING WILL BE IN THE INTERN HUB, 2ND FLOOR</i>
<b>9:30am—12:30pm</b>	<b>COMPUTER TRAINING TIME</b>
<b>12:30pm—1:30pm</b>	<b>LUNCH BREAK</b>
<b>1:30pm—2:30pm</b>	<b>RISK MANAGEMENT TRAINING</b> <i>ALLEN ROOM, 2ND FLOOR</i> <i>THIS ORIENTATION IS FOR EMPLOYEES FROM THROUGHOUT THE ENTIRE COUNTY AND IS NOT SPECIFIC TO HEALTH SERVICES.</i>
<b>2:30pm—3:30pm</b>	<b>DEBRIEF</b> <i>WITH AMBASSADOR</i>
<b>3:30pm—4:30pm</b>	<b>MANAGEMENT TEAM MEET &amp; GREET</b>

## Knowledge Check:

BY THE END OF TODAY, YOU SHOULD HAVE BEEN PROVIDED THE FOLLOWING :

- |   |   |
|---|---|
| <input type="checkbox"/> AN ORIENTATION AMBASSADOR WHO WILL GUIDE YOU THROUGH THE NEXT WEEK | <input type="checkbox"/> DESK/COMPUTER TIME TO WORK ON NEW EMPLOYEE CHECKLIST ITEMS |
| <input type="checkbox"/> EMPLOYEE IDENTIFICATION BADGE                                      | <input type="checkbox"/> RISK MANAGEMENT TRAINING                                   |
| <input type="checkbox"/> ORIENTATION BINDER (FROM YOUR AMBASSADOR)                          | <input type="checkbox"/> MEET & GREET WITH DCHS MANAGEMENT TEAM                     |
| <input type="checkbox"/> MEET & GREET WITH INTERNS & FIELD INSTRUCTORS AT THE INTERN HUB    |   |

# Main Building Day Schedule

DAY 2

<b>8:00am</b>	<b>BEGIN DAY @ HEALTH SERVICES MAIN BUILDING</b> <i>2577 NE COURTNEY DRIVE   BEND OREGON</i>
<b>8:00am—9:30am</b>	<b>WELCOME BACK, WITH AMBASSADOR</b> <i>CRATER LAKE CONFERENCE ROOM, 1ST FLOOR</i> <b>LOCATION TOURS:</b> <ul style="list-style-type: none"><li>• MAIN BUILDING</li></ul>
<b>9:30am—11:30am</b>	<b>NEW HIRE TRAININGS</b> <ul style="list-style-type: none"><li>• CRISIS (30) <i>HOLLY MCCOWN</i></li><li>• FISCAL TEAM INTRODUCTION (15)</li><li>• SYSTEMS PERFORMANCE TRAINING (60 MIN) <i>CHANNA LINDSAY, MICHELLE NICHOLS, CHANNING CASEY</i></li></ul>
<b>12:00pm—1:30pm</b>	<b>LUNCH BREAK &amp; RETURN TO HOME LOCATION</b>
<b>1:30pm—3:30pm</b>	<b>MEET WITH SUPERVISOR 1:1</b>
<b>3:30pm—5:00pm</b>	<b>DESK TIME</b> <ul style="list-style-type: none"><li>• GET SETTLED IN YOUR WORKSPACE</li><li>• VIRTUAL SCAVENGER HUNT</li><li>• NEW EMPLOYEE CHECKLIST</li></ul>

## Knowledge Check:

BY THE END OF TODAY, YOU SHOULD HAVE BEEN PROVIDED THE FOLLOWING :

- |  |  |
|--|--|
| <input type="checkbox"/> TIME WITH AMBASSADOR TO ADDRESS QUESTIONS | <input type="checkbox"/> SYSTEMS PERFORMANCE TRAINING            |
| <input type="checkbox"/> AND REVIEW THE PLANS FOR THE WEEK         | <input type="checkbox"/> 1:1 TIME WITH YOUR DIRECT SUPERVISOR    |
| <input type="checkbox"/> TOUR AND OVERVIEW OF OUR HEALTH SERVICES  | <input type="checkbox"/> TIME TO GET SETTLED INTO YOUR WORKSPACE |
| <input type="checkbox"/> MAIN BUILDING                             | <input type="checkbox"/> OPPORTUNITY TO WORK ON YOUR VIRTUAL     |
| <input type="checkbox"/> CRISIS TRAINING                           | <input type="checkbox"/> SCAVENGER HUNT                          |
| <input type="checkbox"/> FISCAL TEAM INTRODUCTION                  |  |

# Downtown Day Schedule

DAY 3

<b>8:00am</b>	<b>BEGIN DAY @ DCDC BUILDING</b> <i>1128 NW HARRIMAN STREET   BEND OREGON</i>
<b>8:00am—10:00am</b>	<b>WELCOME BACK,</b> <i>WITH AMBASSADOR</i> <i>SADDLEBACK CONFERENCE ROOM</i>  <b>LOCATION TOURS:</b> <ul style="list-style-type: none"><li>• DESCHUTES COUNTY DOWNTOWN CLINIC (DCDC)</li><li>• MIKE MAIER BUILDING</li><li>• WALL STREET SERVICES BUILDING (WSSB)</li></ul>
<b>10:00am—11:30pm</b>	<b>NEW HIRE TRAININGS</b> <i>SADDLEBACK CONFERENCE ROOM</i> <ul style="list-style-type: none"><li>• INTERNAL REFERRAL OVERVIEW (30 MIN), <i>CHANNA LINDSAY</i></li><li>• DIVERSITY TRAINING (60 MIN), <i>ELIZABETH HOLDEN</i></li></ul>
<b>12:00pm—1:30pm</b>	<b>LUNCH BREAK &amp; RETURN TO HOME LOCATION</b>
<b>1:30pm—5:00pm</b>	<b>DESK TIME/ INDEPENDENT TRAINING</b> (REFER TO YOUR NEW EMPLOYEE CHECKLIST)

## Knowledge Check:

BY THE END OF TODAY, YOU SHOULD HAVE BEEN PROVIDED THE FOLLOWING :

- TOURS AND OVERVIEWS AT 3 OF OUR DOWNTOWN CAMPUS BASED LOCATIONS
- TRAINING ON OUR INTERNAL REFERRAL PROCESS
- DIVERSITY TRAINING
- YOUR SCHEDULE FOR WEEK 2 OF ORIENTATION
- OPPORTUNITY FOR CONTINUED PROGRESS ON YOUR NEW EMPLOYEE CHECKLIST

# Redmond Day Schedule

DAY 4

<b>8:00am</b>	<b>BEGIN DAY @ NORTH COUNTY SERVICES BUILDING</b> <i>406 WEST ANTLER AVENUE   REDMOND OREGON</i>
<b>8:00am—9:00am</b>	<b>WELCOME BACK,</b> <i>WITH AMBASSADOR</i> <i>FOREST CONFERENCE ROOM</i> <b>LOCATION TOURS:</b> <ul style="list-style-type: none"><li>• NORTH COUNTY SERVICES HUB</li><li>• BECKY JOHNSON CENTER</li></ul>
<b>9:00am—11:30am</b>	<b>NEW HIRE TRAININGS</b> <i>FOREST CONFERENCE ROOM, 1ST FLOOR</i> <ul style="list-style-type: none"><li>• HIPAA TRAINING (30 MIN), <i>KAYLA SELLS</i></li><li>• POLICIES &amp; PROCEDURES (60 MIN), <i>KATHE HIRSCHMAN</i> —&gt; <i>MOVE TO YOUTH CENTER ROOM, 2ND FLOOR</i></li><li>• SAFETY (30 MIN), <i>JOHNNY MOONEY</i></li><li>• EMERGENCY PREPAREDNESS (30 MIN), <i>MARY GOODWIN</i></li></ul>
<b>11:30am– 12:30pm</b>	<b>LUNCH BREAK &amp; RETURN TO HOME LOCATION</b>
<b>12:30pm—5:00pm</b>	<b>DESK TIME/ INDEPENDENT TRAINING</b> (REFER TO YOUR NEW EMPLOYEE CHECKLIST)

## Knowledge Check:

BY THE END OF TODAY, YOU SHOULD HAVE BEEN PROVIDED THE FOLLOWING :

- |   |  |
|---|--|
| <input type="checkbox"/> TOURS AND OVERVIEWS AT OUR 2 REDMOND BASED LOCATIONS | <input type="checkbox"/> SAFETY TRAINING   |
| <input type="checkbox"/> HIPAA TRAINING                                       | <input type="checkbox"/> EMERGENCY PREPAREDNESS TRAINING                                   |
| <input type="checkbox"/> POLICY & PROCEDURE TRAINING                          | <input type="checkbox"/> OPPORTUNITY FOR CONTINUED PROGRESS ON YOUR NEW EMPLOYEE CHECKLIST |

# SoCo Day Schedule

DAY 5

<b>8:30am</b>	<b>BEGIN DAY @ LA PINE LOCATION</b> <i>51340 HIGHWAY 97 SOUTH   LA PINE OREGON</i> <i>PONDEROSA CONFERENCE ROOM</i>
<b>8:30am—9:30am</b>	<b>WELCOME BACK, WITH AMBASSADOR</b> <i>PONDEROSA CONFERENCE ROOM</i> <b>LOCATION TOURS:</b> <ul style="list-style-type: none"><li>• SOUTH COUNTY SERVICES BUILDING</li></ul>
<b>9:30am-10:30am</b>	<b>GO TO HOME LOCATION</b>
<b>11:00am—12:00pm</b>	<b>DESK TIME/ INDEPENDENT TRAINING</b> (REFER TO YOUR NEW EMPLOYEE CHECKLIST)
<b>12:00pm—1:00pm</b>	<b>LUNCH BREAK</b>
<b>1:00pm—2:00pm</b>	<b>DESK TIME/ INDEPENDENT TRAINING</b> (REFER TO YOUR NEW EMPLOYEE CHECKLIST)

## Knowledge Check:

BY THE END OF TODAY, YOU SHOULD HAVE BEEN PROVIDED THE FOLLOWING :

- TOUR AND OVERVIEW AT OF OUR LA PINE BASED LOCATION
- OPPORTUNITY FOR CONTINUED PROGRESS ON YOUR NEW EMPLOYEE CHECKLIST
- OPPORTUNITY TO PROVIDE FEEDBACK ABOUT THE ORIENTATION PROCESS