

Staffing Plan

An important part of preparing for implementation is to review the staffing requirements for the practice. Confirm the staffing requirements with the program developer – be sure to clarify requirements for all levels of staff. Basic information on staffing requirements is also listed in the CEBC program outline in the *Minimum Provider Qualifications* section.

Below are questions to consider as the plan for staffing the program is being created:

- What type of staff is required for the program? Master's level, licensed, interns, paraprofessional, etc.?
- Are there any specific staffing needs to be considered? On call, 24-hour coverage, evening coverage, weekend coverage, etc.?
- Are the staff already in place in the agency that will deliver the program, or will they need to be hired?
 - If transitioning existing staff, need to determine how this can be done - will it be necessary reclassify staff into new positions, or do existing job descriptions work?
 - If transitioning existing staff, how different is new program from their current work? May need to do additional work to ensure transition goes smoothly and workers are on board with, as well as part of the changes.
 - If staff is to be hired, job descriptions will need to be created – check with the program developer to see if any samples are available that can be adapted.
- Are there any union issues to consider regarding moving or hiring staff?
- Timeline for staff – need to get staff in place in time to complete training before services begin. Allow plenty of time for hiring new staff and plan for what they will do before starting training - do they need to be oriented to the agency, the community, etc.?