

R.C.C.C. RIVER CITY CORRECTIONAL CENTER	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW REQUIRED: Yes
POLICIES AND PROCEDURES	DATE REVIEWED: 3/3/08
SECTION: Programs	
SUBJECT: Staff Certification or Licensure	
DRC CBCF STANDARD: General Specific, #3	
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I. POLICY

It is the policy of RCCC that all services provided must be administered by staff with board certification or licensure where appropriate.

II. PROCEDURES

- A. The River City Correctional Center (RCCC) maintains written job descriptions and qualifications for all positions on site. Each job description includes: job title, responsibilities of the position, required minimum experience and education. Staff positions in a CBCF meet the minimum education and experience that are specified in the Ohio Administrative Code 5120:1-14-03.
- B. All professional staff employed at RCCC comply with applicable state and federal licensure, certification or registration requirements. Verification of current credentials and job descriptions are on file at RCCC. For those who do not have the Chemical Dependency Certification but are Case Managers, are required to be in the process of securing certification. At least 75% of the Clinical staff have an Associates Degree or higher and/or working towards a Chemical Dependency certification.
- C. Each employee is issued a copy of his/her job description which contains the following: job title, immediate supervisor, work schedule, summary of duties and responsibilities and minimum qualifications (education and experience).
- D. The job description is in no way to be construed as a limitation on the authority of supervisory personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.
- E. RCCC Executive Director and/or designee systematically determine and review staffing requirements at least annually. If changes occur, they are reviewed and approved by the Facility Governing Board (FGB).
- F. Qualifications for employment for all job positions, minimum qualifications for education, experience and other pertinent factors are established by the Executive Director or designee, subject to approval by the FGB. No individual is hired who does not meet the qualifications for that position, unless the FGB specifically elects to waive certain requirements as recommended by the Executive Director or designee.

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- G. There are written job descriptions for all staff positions, which are reviewed with employees at the time of hiring/orientation to ensure proper understanding of general duties and areas of responsibility by staff members.
- H. Job Descriptions may be changed periodically by the Executive Director or designee to meet the needs of the agency and its clients. The Executive Director or designee annually reviews personnel needs to determine possible changes.
- I. Copies of all job descriptions are kept on file with the Administrative Director.

Any applicable licensure, certification, or registration held by a staff member is documented in the agency personnel file and is on file with the Business Manager or designee. Staff are required to update this documentation whenever they receive new/ renew their credentials.