

OPIS SENIOR SERVICES GROUP AGENCY ORIENTATION GUIDE

Thank you for accepting an assignment at Opis Senior Services Group. Our goal is to ensure you are provided with relevant information and training prior to beginning work with us. Please review the information below. You must complete each step before working independently at an Opis Center for the first time. There are 3 steps to the process:

1. Watch 26-minute “Opis Agency Orientation” video (may be viewed at home or at Opis Center)
2. Sign and submit “Acknowledgement of Opis Senior Services Group Agency Orientation” (attached)
3. Complete “Department Specific Orientation Checklist” under the supervision of an authorized Opis Senior Services Group team member. (complete at Opis Center)

VIDEO ACCESS

- www.opiscares.com – Select “Resources”, then “Opis Agency Orientation” (if viewed at an Opis location, a computer login will be provided)

We prefer you arrive 30 minutes early for your first scheduled Opis shift to view the video onsite. Your employer will invoice Opis for 30 minutes of work time if you view the video outside of your scheduled Opis work hours.

ACKNOWLEDGEMENT

- After you view the “Opis Agency Orientation” video, you must sign the “Acknowledgement of Opis Senior Services Group Agency Orientation” form and submit it to the Opis Center prior to beginning your shift assignment. This form only needs to be completed once.

ONSITE ORIENTATION

- After completion of the video and acknowledgement requirements, an authorized Opis team member will guide you through orientation specific to your role at the Center. You and the Opis team member will work together to complete the “Department Specific Orientation Checklist”.
- Successful completion of the “Department Specific Orientation Checklist” will finish the formal orientation program.

Thank you for your cooperation with this process. We hope you find it helpful in becoming familiar with our processes, our expectations and our Mission.