



VERMONT

213

DEPARTMENT FOR CHILDREN AND FAMILIES  
Family Services Division  
Woodside Juvenile Rehabilitation Center

Chapter:	Personnel and Training	
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Approved:	Jay Simons, Director	Effective: 7/10/18
Supersedes	Woodside Policy and Procedure 213	Dated: 2/2002

## Purpose

To ensure that Woodside staff are clear about the expectation for professional, courteous behavior focused on the treatment goals for residents.

## Related Policies

Family Services Policy 262 on [Conflict of Interest](#)

## Policy

Below is a list of guidelines that Woodside staff members are expected to follow.

### Employees will:

1. Engage residents in activities and interactions that will further the goals of their individualized plans of care.
2. Remain awake while on duty.
3. Use work time productively, e.g., read resident records, professional literature, make necessary telephone calls.
4. Leave the Center only with authorization and proper relief from a supervisor.
5. Use positive communication skills to relate to residents and other staff members in a helpful and considerate manner.
6. Use State property appropriately and, if for personal reasons, only with permission from the Director.
7. Be on time for work.
8. Notify the Director or Supervisor when absence is necessary, as provided by the sick and annual leave provisions.
9. Come to work completely sober and ready to go to work.
10. Consume only non-alcoholic beverages while on duty and take medication only as prescribed. Staff members using medication need to advise the supervisor.
11. Follow verbal and written directives from supervisors.
12. Preserve the validity and confidentiality of official documents, records, written reports, and oral reports.
13. Write reports in a professional and objective manner, using sarcastic or vulgar remarks in official documents or records only when they are part of a direct quote.
14. Enforce written rules, regulations, and policies for residents.

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15. Protect the safety of residents, staff, and the public.
16. Use only appropriate physical contact with residents and other staff members.  
Horseplay is strictly prohibited.
17. Use restraint, seclusion and time-out only within the guidelines of Woodside written policies.
18. Inform residents, if questioned, about the forms used in their case files.
19. Keep all Woodside Juvenile Rehabilitation Center keys at the Center.
20. Accept only proper compensation from the State of Vermont for any matter or proceedings connected with, or related to, the job duties.
21. Use the State telephone system (long distance) only for work related calls. Personal calls on any telephone during work time should be limited only to those absolutely necessary. Staff members are expected to pay for all personal toll calls.
22. Staff will not purchase any item from a resident. Staff will not buy personal gifts for residents.
23. Staff members will only release information gained during employment at the Center according to policy guidelines.
24. Dress appropriately for work.
25. Deny residents access to contraband items, as outlined by the Center's policies.
26. File an accident report with the Director for any injury received at work within 24 hours from the incident.
27. Ensure residents remain in authorized areas at all times.
28. Conduct personal and area searches of residents, visitors, and goods brought into the building in compliance with Woodside Juvenile Rehabilitation Center policy.
29. Comply with all State and Federal laws, including motor vehicle regulations pertaining to Vermont.
30. Always let another staff member know when leaving the unit to go into another area.
31. Perform work related cleaning duties.
32. Supervise residents at all times according to Woodside policies.
33. Act in a professional capacity in all interactions with residents, family members, vendors, other Woodside staff members, and other professionals.
34. Not take residents home as part of a foster care or respite arrangement. This is a conflict of interest. All requests for exceptions to this policy must be written up and submitted to the Director for review and approval.
35. Attend appropriate training, as required to enhance professional development.
36. Woodside staff are prohibited from witnessing documents for Woodside residents and resident family members.