



Policy & Procedure Manual

OPERATIONAL POLICY ACCOUNTABILITY – AD-IV-5

POLICY:

All employees will be accountable to read and sign for policies and procedures based on their primary area of assignment.

PURPOSE:

To establish which areas are accountable for each policy and procedure.

PROCEDURE:

1. Each policy will identify accountability based on sections outlined in Appendix A, as established by the Administrative Committee.
2. All employees of OPTIONS northwest will be accountable to read and sign off on policies and procedures based upon their primary area of assignment.
3. All policies and procedures will be distributed to all locations as per Policy AD-IV-2 and AD-IV-3.

RECOMMENDED BY: Administration

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Personal Support Services Administration, Personal Support Services, Community Resource Team

ORIGINAL POLICY DATE: June 2006

AUTHORIZED BY: Executive Director

SIGNATURE

Operational Policy Accountability Sections

Administration:

- *Director, Finance and Administration*
- *Director Personal Support Services*
- *Director, Human Resources*
- *Director, Clinical Services*

Finance:

- *Finance Assistant 1*
- *Finance Assistant 2*
- *Finance Assistant 3*
- *Clerical Assistant*
- *Receptionist/Secretary*

Human Resources:

- *Human Resources Officer*
- *Staff Development Coordinator*
- *Coordinator, Health and Safety*

Personal Support Services Administration:

- *Residential Supervisors*
- *Scheduling Clerk*
 - *On-Call Scheduling Clerk (Sub-section)*

Personal Support Services:

- *Residential Counselors*
- *Project Instructor*
- *Support Workers*
- *Life Skills Counselor*

Community Resource Team:

- *Social Worker*
- *Behaviour Analysts*
- *Occupational Therapists*
- *Health Care Consultant*
- *Local Network Coordinator/Client Facilitator*