

# Considerations: Career Development

## Things to consider when establishing your Career Development core.

Your Career Development core must consist of Versatile Worker training opportunities and either a Formal Career Ladder OR Skills Enhancement Program. We do not have formal training guidelines developed for you. Each home should look at their own plans to develop a Formal Career Ladder or Skills Enhancement Program and write policies around those. The following are guidelines we encourage your team to follow when developing your Career Development core:

Your team must provide **Versatile Worker training opportunities**, which should ensure that:

- Employees will be trained and expected to respond to resident requests on a daily basis that are outside of their traditional roles but within their capacity and certification
- All new hires will receive formal training to areas beyond the position they are hired for, such as food preparation, food service, cleaning, or activities

### AND EITHER:

If your team is choosing to implement a **Formal Career Ladder**, your team will need to:

- Develop a curriculum or identify and approve outside educational opportunities that will be available to employees
- Provide opportunities for lateral advancement in the organization that are available for all non-licensed staff while remaining in their current position
- Provide incremental pay increases or a title or position advancement recognition for employees who achieve necessary requirements
- Present achieved employees with a certificate of completion
- Outline the Career Ladder in writing, either in policy form or in an employee handbook
- Maintain communication and make information available about all possible advancements with all staff

### OR:

If your team is choosing to implement a **Skills Enhancement Program**, your team will need to:

- Ensure the availability of educational opportunities to enhance skills
- Create a program that has strong coaching, mentoring, and goal setting opportunities for all non-licensed staff
- Initiate regular scheduled intervals for leaders and non-licensed staff to meet and establish individual based development plans
- Create development plans through a collaborative effort with each employee that reflect their personal career goals
- Ensure that leaders are actively searching for training opportunities to achieve staff goals
- Outline the Skills Enhancement Program in writing, either in policy form or in an employee handbook
- Maintain communication and make information available about all possible advancements with all staff