SOCIAL SERVICES

FAREWELL BRIEF

Facility: _____   Submitted: _____

Date to DHQ: _____

Executive
Director: _____   Date to THQ: _____

FAREWELL BRIEF GUIDELINES ADMINISTRATORS

INTRODUCTION

PURPOSE OF THIS BRIEF

To provide information for newly appointed Social Services Executive Directors, and for those covering these administrative responsibilities in the event of an emergency.

Notation: This document will be made available on disk. The information contained is meant to be an ongoing compilation of data with revisions as necessary.

1. Mission, Values and Vision Statement of the Facility

2. Communty Information
  2.1 Facility Location/Map
   - Address/Quarters Location/Access Arrangements
  2.2 Quarters Location/Map/Access Arrangements
  2.3 Quarters Information
   - Furnishing/Inventory
   - Inspection Forms and Inventory Forms (Location)
   - Property Maintenance Account
   - Cable/Telephone and Long Distance Plans . status, reconnecting

3. Communications/Media
  3.1 Radio, Television and Newspapers
  3.2 Internet Provider
  3.3 Public Relations Office

4. Contacts
  ### A. Salvation Army
  4a.1 Bank
  4a.2 Corps
   - Helpful Contacts
  4a.3 Divisional Headquarters
   - Helpful Contacts
  4a.4 Mechanic/Automobile
   - e.g. Dealership for Officer Vehicle and Facility Vehicle(s)
  4a.5 Unions
   - List Union Contact Persons

Contacts (cont'd)

4a.6 Neighbourhood Services
- Dentist
- Doctors
- Garbage Disposal/Recycle
- Hospitals
- School Boards

B. *Community Contacts*

4b.1 Community Council/Board of Management
- Contacts/Roster
- Organizational Chart

4b.2 Emergency Services . i.e.
- Police . Name of Chief
- Fire . Local Fire Chief

4b.3 Emergency Maintenance Contracts

4b.4 Government Health/Social Service Agencies
- List as applicable with contact names and telephone numbers

4b.5 Relevant Associations
- Addictions
- Services to Women
- Faith Based/Affiliate Organizations

4b.6 Service Clubs . i.e. Rotary, Kiwanis
- Membership (if applicable)

5. Administration

5.1 Executive Director's Office Information
- Computer/Computer Password and Voice Mail Code
- Facility Security System
- Insurance
- Legal Service accessed in the past
- List of Administration/General Personnel Files

5.2 Current Correspondence/Issues
- Pending
- Unresolved Issues (in full)
- In Locked Files

5.3 Calendar of Events
Notation: This Calendar of Events should cover a 3-6 month projection at minimum, and be projected over 1 year if possible, and include:
- Divisional
- Facility
- Involvement of Executive Director

5.4 Assistant Officer
- Contact/Position Description

5.5 Administration Information
- Organizational Chart
- Latest Strategic Plan
- Listing of Residents/Clients
- Committees and Regular Meetings (Reference where File is located)

Administration (cont'd)
    5.6   Legislation/Provincial/Federal/Municipal Regulations
          -    State where this Information is Located
    5.7   Licensing
    5.8   Salvation Army Social Services Accreditation
          -    Date of Last Accreditation Review
          -    Attach Action Plan
    5.9   Attach Last Divisional Annual Review
    5.10   Contracts with Service Providers

6. Finance
    6.1 Fiscal Management/Current Financial Statements
    6.2 Funding Sources/Contracts/Budgets

7. Human Resources
    7.1 Personnel . Union/Non-Union Contract Employees
          -    List and Refer to Files Containing Pertinent Information
    7.2 Management Resources/Personnel/Legal/Other
    7.3 Job Descriptions
    7.4 Departments and Managers

8. Program
    8.1 List of Programs
    8.2 Policies and Procedures
          -    Brief Statement re: Status and Location of Binders
    8.3 Fire/Safety/Disaster/Evacuation Plan
    8.4 Support Services
          -    Name of Volunteer Coordinator at Facility
          -    Listing of Volunteer/Auxiliary
    8.5 Christmas
          -    Refer to File or Binder Describing Events

9. Chaplaincy
    9.1 Chaplaincy
          -    Ecumenical and Ministerial Association Contract
          -    Roster of Community Clergy, Rabbi and other Religious Advisors
          -    Refer to Location of Manual where this Information is found.
    9.2 Program Schedule

10. General Comments