

LEADERSHIP POLICY

PURPOSE

To provide strong, effective, leadership and stability within our company and our community in order to fulfill LADD's Mission, Vision, and Values.

SCOPE

This policy applies of all employees of LADD.

POLICY

The Management of LADD are committed to providing a strong, effective leadership team. The entire team remains involved and available to all of the people in the program, guardians, staff and professionals. The Executive Director leads the Steering Committee in providing effective leadership to all departments and services. Growth is promoted from within so there can be an effective, knowledgeable, and strong leadership team. LADD is committed to a person-centered team approach. Participation by everyone is encouraged in the planning process so that we can continually improve efficiency, effectiveness and dedication to the LADD mission, vision and values.

LADD not only promotes leadership within our organization but within our local communities as well. LADD encourages members of Management to take active leadership roles within the community and tracks this through our Committee Membership List.

PROCEDURE

1. Leadership begins with the Board of Directors designating the Executive Director who works with the Steering Committee, then on to the Emergency Management Committee and then to Management which in-turn passes all information to staff. When there is a suggestion by staff this same process is followed. Staff make suggestions to management, which in turn pass the suggestions to the Emergency Management Committee or Steering Committee and then on to the Board of Directors as deemed necessary.
2. Steering Committee will be held at a minimum of monthly and chaired by the Executive Director. Steering will provide Strategic Planning, Quality Improvement and Policy and Procedure reviews as well as training to their departments; all in efforts to strengthen our leadership abilities.
3. Team/ Leadership trainings will be done monthly in house and on an annual basis companywide to encourage leadership skills, team interaction, positive decision making and open communication between all members of management as well as continued community integration opportunities.
4. All designated Management will annually obtain training required by any Federal, State or local agencies that we hold contracts with or conduct business with. (Contract Agencies, State of Michigan licensing facilities etc.) Copies of Training, Official Transcripts or Licensures will be kept in personnel's files.
5. Management trainings will be held monthly. Management will be trained initially regarding all policies and procedures as well as continuous monthly training that builds on their initial leadership skills and strengths.
6. The Leadership Teams use a person-centered approach of advocacy while promoting equal opportunities for participation throughout the company. This includes active involvement in community organizations and service groups.
7. Positions available in management will be posted internally unless a candidate has been identified from previous interview process. When possible LADD will promote from within, ultimately selecting the strongest candidate who best fits the needs of the specific program and team. LADD reserves the right to hire outside its current employees if applicants from outside LADD are best matched for the position. LADD also reserves the right to make interim promotions or appointments pending a decision to fill a vacant or newly created position without undergoing the application process. If the position requires a degree, an official transcript from college or university must be obtained. This is done through written or electronic confirmation of credentials (including degrees) from college/university to HR. Copies of credentials provided directly by employee do not meet the primary source verification requirement.