

## **Trial and training period – purpose, rights and responsibilities**

We want to give both new members as well as the rest of the community a chance to talk, to get to know each other and to have a real experience of how it is to work and live together – before choosing.

This is why we have decided to have a trial and training period of 6 months for new members of staff (as well as for new residents), before either part make a decision if the new member of staff will stay in the community.

There are three main reasons for this procedure.

### **First there is a lot of things to learn when starting a new responsible either the houses or the workshops.**

It always takes time to finding your way around, getting to know the routines and get a chance to settle in and feel comfortable.

It takes a lot of time and energy to get to know the residents and their special needs and ways of doing things, and to get to know the other responsible and volunteers working here, to talk with them and listen to their experiences. To give time to this is essential to building good relationships.

### **Second of all, being part of the decision making of Estia is part of the job.**

In Estia there is no daily leader. This means a great deal of freedom and influence on the development of the community, but also a great responsibility.

The staff meetings deal with the day-to-day running and planning, as well as more long term decisions in cooperation with the office staff, the administrative committee and the chairman of the board of our foundation.

The decisions that need to be taken can be many different things. It can be all from planning holidays, excursions and workshops, to decide to accept new residents, members of staff or volunteers, or to deal with the sometimes difficult matters as conflicts and economic priorities.

Depending on the decisions this can be hard work and take much energy, as well as extra work reading and writing suggestions or having extraordinary meetings.

**Third of all, to move into a community is a big decision - that takes time.**

As a new member staff there is the need of time to let all these new experiences sink in, as well as time to think about, if this is a community you would enjoy being part of for a longer time.

Also the rest of the staff needs time to think about how it would be to work and live together with the new member of staff.

**Rights, tasks and responsibilities during the trial and training period**

Step by step the new person will be trained for the role he /she is applying for according to the following chart. By time the level of given rights and duties is increasing and therefore the trial period is basically splitted into two parts of each three month.

In certain cases the trial period can be shortened. This could be the case if the person was already a long term volunteer and his/her integrity in the community and his/her capability for the work is rated so by the staff-members. Anyhow the splitting in two phases of the trial period should be kept. The following chart can and should be also used as a rolling-schedule for the learning-process.

	<b>Before trial period (volunteer)</b>	<b>Trial period 1. – 3. month</b>	<b>Trial period 4. – 6. month</b>	<b>After trial period</b>
Notes	<p>Before starting a trial period, the person has to work min. 1 month as a volunteer in Estia</p> <p>This to give both the new person and the community an impression, before deciding to start a trial period</p>	<p>The first three months of the trial period, the person should focus to get to know the people, the staff and volunteers, and the work in the house</p> <p>The person will have one co-responsible continually at his/her side introducing a basic view on tasks of permanent responsables</p>	<p>After three months of the trial period, the person should be able to know his or her way around the house</p> <p>Participation in all the tasks that are part of being a permanent responsible will increase. Some tasks should be handled independently, but still monitored by the co-responsible</p> <p>Start being part of the decision making as an observer</p>	<p>If accepted as a full member of the staff the person will have all the same rights, responsibilities and task as the other responsible of Estia</p> <p>Legal responsible for the residents.</p> <p>Accountable to the administrative committee and the chief of board.</p>

<b>Rights, responsibilities and tasks</b>				
Work with the people in the houses/ workshops/ activities	Is trained by the responsible  Should not work alone with the people without a responsible	Same as volunteers	Can and should work alone with the people sometimes, with some other responsible close by to help in case of emergency	Can work alone
Medicine	Can give medicine, when trained	Will be trained to give medicine. Will be introduced to: - who is taking what - when and how we prepare the medicine - when and how much to order	Will be trained to prepare the medicine alone	Prepare the medicine. Train others in giving the medicine
House economy (or workshop or maintenance)	No legal Responsibility	Will be trained in cooperation with co-responsible	Will do the economy in cooperation with co-responsible	Will do the economy in cooperation with co-responsible (or alone for Workshop + maintenance)
Responsibility for contact to family, doctors, authorities etc.	No legal Responsibility  <hr/> Will contact parents only with permission of the responsible	Will have contacts with the parents. Should accompany ordinary doctor and hospital appointments (e.g. blood tests) at least a very few times  <hr/> Will contact parents only with permission of the responsible	Will be introduced to the parents of the house as future-responsible among the end of the trial-period. Should accompany ordinary doctor and hospital appointments (e.g. blood tests). Will know where to find the certain papers and files of the residents in the office  <hr/> Will contact parents only with permission of the responsible	Co-responsible for all contact

House shopping and supplies	Might help as a accompanier	Will help organizing and accompany the shopping to get an overview of the house needs, suppliers and ways of payment	Will be able to organize and shop alone also with residents	Co-responsible for all supplies
Housekeeping tasks incl.: Electricity, heating, water, house-installations etc.	Can get basic instructions	Will be trained	Will be trained	Is trained and passes on his knowledge
Meetings Obligatory	<b>Weekly:</b> Volunteer meeting House meeting  <b>When needed:</b> Workshop meeting	The same as volunteers	The same as volunteers	All meetings. Co-responsible for finding solutions and taking decisions
Wednesday Meetings (Staff)	Doesn't participate	Doesn't participate	Participate in the staff meetings as an observer. There might be some issues where the new persons will be asked to leave	All meetings. Co-responsible for finding solutions and taking decisions
Evaluations	Talks when needed with the house responsible and the volunteer coordinator	<b>First evaluation</b> - after 1 month - first experiences and impressions <b>Second evaluation</b> - after 3 months - further experiences, review of the training - What is good/ difficult/ needs to be improved? 1. The new persons input 2. The staffs and co-responsibles impression	<b>Third evaluation</b> - after 5 months - Does the new person wants to become a full responsible member - Does the community wants the new person to become a new full responsible member - Capability for new role and new tasks  A certain level of Greek is demanded to fulfill the trial-period	Running evaluations

Salary	1. month: food and accommodation Volunteer pocket money	350 euro/month + food and accommodation + IKA (Health insurance)	500 euro/month + food and accommodation + IKA (Health insurance)	700 euro/month + food and accommodation + IKA (Health insurance)
Contract *	Volunteers agreement + After 1 month: Time specific contract.	3 month trial period contract and 20-22("ensima" depends on the days in the month)	Renewed another 3 months for the trial period, with a raise in the salary, and "ensima" 20-22 depends on the days in the month	10 months contract. Full time ensima paid 25 pr. month.
Repo (Days off)	2 days/week Planned according to the needs of the community.	2 days/week On the same days as the co- responsible of the house (if possible)	2 days/week Planned according to the needs of the community	2 days/week Planned according to the needs of the community
Holidays	2 days/month + national holidays. Holidays are asked and planned according to the needs of the community	The same as volunteers	The same as volunteers  All holidays should be taken until the end of the trial- period	35 days/year  Holidays are asked and planned according to the needs of the community