

## Parkridge Valley Self-Care Initiative Policy and Procedures

Self Care is defined as “the practice of taking action to preserve or improve one’s own health”. Due to the nature of the mental health field, it is important to take care of ourselves while we are in a “helping professional” capacity. This policy defers from the Employee Assistance Program.

### Applicability

1. This Self-Care initiative applies to any Parkridge Valley Staff, intern, or volunteer.

### Policy and Procedures

1. Staff will be allotted 15-minute breaks between sessions/classes.
2. Staff will be allowed to use their 15-minute breaks to walk on the property, grab a snack or drink, or have quiet time in the Serenity Room or their own office/group rooms.
3. Staff will not interrupt other’s self-care time unless there is an emergency.
4. Staff will be able to utilize their PTO as they see fit.
5. Staff will be able to request a debriefing with their supervision if they experience something traumatic while on the job.
6. Supervision will ensure any debriefings are kept confidential.

### Training

1. Supervision will be trained annually on debriefs and secondary/vicarious trauma and how to recognize it in their employees.
2. Supervision will meet with corporate leadership annually to determine the policy remains relevant and effective. Staff will be allowed to provide feedback prior to the annual review.

### Sanctions and Protections

1. Supervision will not impose restrictions on a staff’s self-care time between sessions or interrupt them unless there is an emergency.
2. Supervision will honor PTO requests and ensure coverage is available.
3. Supervision will not retaliate against any employee for requesting a debrief.