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Subject:
Date: April 29, 2021 at 7:16 PM
To:

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Human Resources Plan Overview

Mind, Body, Soul Healing will be employing twenty staff members and five to ten volunteers as needed for effective internal and external functioning of the organization. The agency operates as transitional housing, provides holistic medicine rehab, and vocational training; thus attracting clients from a variety of demographic makeup and needs. M.B.S. is committed to implementing diverse education by ensuring all staff complete annual training, seminars, and workshops. Upon orientation, all employees will take Harvard's Implicit Bias test to challenge unconscious bias. Along with that, a staff development plan will be created to help the workers obtain clear direction in their job performance. Formal evaluations will be conducted every 6 months for volunteers and every quarter for paid staff. Informal evaluations will be implemented monthly as a way to coach and solicit feedback from employees. MBS is dedicated to staff and volunteers and will work towards creating a more enjoyable workplace through company activities. Rewards such as gift cards will be given on major holidays which also serves to keep workers from compassion fatigue and burnout. MBS strives to create a climate of happiness, motivation, and growth for staff and volunteers.