

Department Specific Information Supplement



Supplement 1
Welcome to
[Enter Department Name]

“I cannot do all the good that the world needs, but the world needs all the good that I can do.”

~ Jana Stanfield

[SAMPLE TEMPLATE:]

[All italicized/bracketed sections are to be deleted and replaced with agency information.]

Welcome to one of the most rewarding careers you could ever be a part of! We are excited to have you join our team, and your family to join our family. Everyone here is committed to ensuring you are a success. As such, we recognize the importance of investing in our employees' *and* their families' health and wellness. By providing resources such as this handbook, we begin to build greater resiliency in our employee's so that you can look forward to a long and fulfilling career.

As an employee with the *[enter department name]* you can expect *[name three to four core values of the department]*.

As part of your health and wellness support, the *[enter department name]* provides *[name the different programs that your department has that supports their employees mental and physical health. You can point them to policies, personnel handbook, contracts, or department website that defines these programs in more detail.]*

As your first line of support, your family can expect *[name the different programs or resources your department utilizes to support families such as spouse contact names/numbers, peer support program, policies, chaplaincy, or culturally competent clinician connections within your region, etc.]*

If you have any questions as you on-board with our department, please don't hesitate to contact *[enter contacts' name, title, email, phone number]*. *[Enter family contacts' name, title, email, phone number]* is always available for any questions your spouse/partner may have.

We look forward to getting to know you and your family and welcome you to ours.

Supplement 2
**Local Resources for
[Enter Department Name]**

“Knowledge has a beginning but no end.”

~ Greta Iyengar

The department has vetted and does support the following resources:

[Resources can be clinical, chaplaincy, peer to peer support groups, books, on-line links to educational videos or articles, businesses that are first responder friendly especially for families, etc. within your region.]

Physical Health and Wellness

Mental Health and Wellness

Clinician Support Services

Family Resources and Support Services

Local Businesses Supporting First Responders