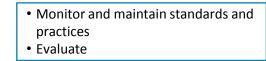
HEALTHY WORKPLACES FRAMEWORK FOR HUMAN-SERVICE AGENCIES



The Helping **Professional Value Cycle**

This process makes up day-to day work of helping professionals. Keeping it strong means strong employees, a strong agency, and excellent services to clients.



- Provide ongoing consultation, treatment, and problem-solving
- Coordinate resources
- Consult with other professionals
- Provide necessary assessments and screenings
- Provide diagnosis
- · Research, investigate and explore

MAP YOUR JOB TASKS AND VALUE ALONG THIS CYCLE **KEEP YOUR CYCLE HEALTHY!** • Follow-up and make Stage 6: Releasing recommendations Stage 5: Monitoring Terminate services Stage 4: Intervention The Helping Professional Value Cycle • Represent the program Stage 3: Assessment Conduct client intake and build rapport Stage 1: Connecting Stage 2: Learning

The Agency Wellness Cycle

Agencies use this Cycle to guide the process of developing, implementing, and evaluating their wellness initiatives.

FOLLOW THE CYCLE FOR CONTINUOUS IMPROVEMENT

The Agency Wellness Cycle

1. Needs Assessment and

Analysis

2. Initiatives

Planning

4. Review

and Evaluation

3. Initiatives

Implementation

- Measure the effectiveness of the initiative against the goals
- Make recommendations and plan for the next initiative
- Implement planned activities
- Monitor the plan implementation
- Review the progress
- · Adjust and promote

- · Survey, discussions, and consultation · Analyze data and results

 - Set goals for the initiative
 - Develop activities and timeline
 - Develop policies and procedures

The Wellness **Capacity Maturity** Model

The model represents stages of development of agency's support for the Employee value Cycle and the Agency Wellness Cycle.

We're the WHERE IS YOUR AGENCY LEVEL OF WELLNESS? Time for leaders! wellness training! Time for a wellness review! Wellness? It's in my job description. Level 5: Evolving I hate my Level 4: Trained The Agency Wellness Cycle and the Helping Level 3: Reviewed The Agency Wellness Professional Value Cycle and the Helping Cycle are defined, Level 2: Written The Agency Wellness Professional Value written, reviewed, Cvcle and the Helping trained, and Cycle are defined, The Agency Wellness Level 1: Defined Professional Value continuously evolving. written, reviewed and Cycle and the Helping Cycle are defined and trained. They set industry The Agency Wellness Professional Value supported by written standards. Cycle and the Helping Cycle are defined and policies which are Professional Value supported by written reviewed Cycle are defined. policies. systematically.

The Healthy Workplaces Framework

All wellness initiatives should be developed based on and evaluated against the Five Pillars, following the Wellness Process of this Framework.

Wellness Leadership

Leaders at all levels committed to the Wellness Cycle form the Wellness Committee.

Wellness Pillars

The Wellness Committee uses these outcomes as goals for evaluating initiatives and finding new programs.

Wellness Process

The Wellness Committee follows this process to achieve excellence in programs and continuously improve.

BUILD YOUR WELLNESS PROGRAMS WITH LEADERSHIP, PILLARS, AND PROCESS

Work Share **Know** Have a Your **Practice** with Your **Strong** Wellness Self Care Your Challenges Team **Agency** Ideas

Wellness Initiatives

- Start a running, walking, biking, hiking, yoga, gym club.
 - Provide time for stress relief break/ team coffee time.
- Schedule time and organize team building/ wellness activities.
- Create a wellness newsletter and handbook with information on how to use available resources to keep healthy.
- Incorporate wellness issues into training for staff and staff meetings.
 - Start a mentorship program.
 - Provide the Be a Wellness Leader training.

FOR MORE INFORMATION VISIT US AT HTTP://HWHP.CA

 $To\ download\ this\ infographic,\ visit\ http://hwhp.ca/uploads/3/4/9/1/34914254/framework_infographic.pdf$















