



# DCHS Welcome Week | Ambassador Program

## What does it mean to be a Welcome Week Ambassador?

WELCOME WEEK IS DESIGNED TO INTRODUCE NEW EMPLOYEES TO OUR ORGANIZATION IN A WAY THAT BEGINS BUILDING OUR CULTURE FROM DAY ONE. AS A DCHS WELCOME WEEK AMBASSADOR, YOU PROVIDE GUIDANCE WHILE SERVING AS A FRIEND AND A FAMILIAR FACE TO OUR NEW EMPLOYEES DURING THEIR FIRST WEEK WITH DCHS.

THE PURPOSE OF THIS ROLE IS TO HELP OUR NEW EMPLOYEES TO:

- FEEL WELCOME AND BE EXCITED ABOUT THEIR DECISION TO JOIN OUR ORGANIZATION.
- SET THE TONE FOR OUR ORGANIZATIONAL CULTURE BY PROVIDING THEM A POSITIVE ORIENTATION EXPERIENCE.
- BEGIN BUILDING INTERNAL RELATIONSHIPS WITH YOU AND THE OTHER NEW EMPLOYEES.
- UNDERSTAND OUR MISSION, VISION & VALUES AND WHAT IT MEANS TO BE A PUBLIC SERVANT.

## What are the benefits to the Ambassador?

THIS IS AN OPPORTUNITY TO MEET NEW EMPLOYEES, STRENGTHEN OUR ORGANIZATIONAL CULTURE AND GAIN SOME EXPERIENCE THAT WILL HELP FURTHER DEVELOP KEY SKILLS SUCH AS:

- **LEADERSHIP & MENTORSHIP**—WHEN YOU ARE THE AMBASSADOR, YOU TRULY ARE LEADING THESE NEW EMPLOYEES THROUGH ORIENTATION.
- **FACILITATION**—YOU WILL SEE THESE INDIVIDUALS EVERY DAY FOR A FACILITATED DISCUSSION IN ONE CAPACITY OR ANOTHER.
- **ORGANIZATIONAL KNOWLEDGE**—AS THE AMBASSADOR, YOU WILL TOUR FACILITIES, LEARN ALONGSIDE NEW EMPLOYEES ABOUT ALL OF THE PROGRAMS AND SERVICES OFFERED BY DESCHUTES COUNTY HEALTH.
- **SELF-MANAGEMENT**— ENHANCE YOUR PERSONAL CREDIBILITY BY DEMONSTRATING SELF-DIRECTION, AND TIME MANAGEMENT SKILLS.

## What are the requirements to become an Ambassador?

THE FOLLOWING ARE MINIMUM QUALIFICATIONS FOR THE AMBASSADOR PROGRAM:

- ABILITY TO COMMUNICATE EFFECTIVELY WITH A DIVERSE GROUP OF NEW EMPLOYEES
- DESIRE TO LEARN AND HELP OTHERS TO LEARN ABOUT OUR ORGANIZATION
- GOOD STANDING ON PERFORMANCE EVALUATIONS AND GOALS
- OBTAIN DIRECT SUPERVISOR APPROVAL TO APPLY
- IF SELECTED, YOU MUST COMPLETE THE AMBASSADOR TRAINING (APPROXIMATELY 2-4 HOURS)
- WILLING AND ABLE TO HONOR THE TIME COMMITMENT FOR WELCOME WEEK (APPROXIMATELY 6-8 HOURS)
- HAVE BEEN EMPLOYED BY DCHS FOR GREATER THAN ONE YEAR.

## How to Apply:

**Step 1:** SUBMIT AN EMAIL TO YOUR SUPERVISOR AND/OR MANAGER, WITH ANSWERS TO THE BELOW QUESTIONS AND INCLUDE YOUR NAME, POSITION AND DIRECT SUPERVISOR'S NAME .

**Your Name:**

**Your Position:**

**Your Direct Supervisor's Name:**

**Step 2:** IF YOU RECEIVE AN EMAIL REPLY WITH APPROVAL FROM YOUR DIRECT SUPERVISOR, FORWARD THE EMAIL TO THE EMAIL ADDRESS SHOWN AT THE BOTTOM OF THIS PAGE.

**Step 3:** IF SELECTED, PLEASE BE PREPARED TO WORK WITH A WORKFORCE DEVELOPMENT REPRESENTATIVE TO PROVIDE ADDITIONAL INFORMATION AND AVAILABILITY FOR TRAINING AND PARTICIPATION.

- 1) PLEASE BRIEFLY DESCRIBE WHAT IT IS THAT INTERESTS YOU ABOUT THIS OPPORTUNITY.
- 2) WHAT DO YOU BELIEVE ARE THE TOP 1-2 THINGS THAT WILL LEAVE A POSITIVE LASTING IMPRESSION ON OUR NEWLY HIRED EMPLOYEES?
- 3) WHAT MAKES YOU PROUD TO BE PART OF DESCHUTES COUNTY HEALTH SERVICES?

**Please submit your answers for the above questions to your direct supervisor for approval and then forward to**

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