

Manual	Counselling Service Policies
Section	SP – 2.1
Subject	Distribution of Counselling Description
Date Approved:	September 12, 2016
Revision/Review Approved:	



Distribution of Counselling Description

Policy

Family Service Thames Valley makes its Mission Statement, Values, and Description of its Services available to all agency personnel, Board Members, users of service, referral sources, and the public through:

- Inclusion of these statements in the agency brochures, which are distributed regularly to referral sources, are available at the agency and upon request to the general public.
- Distribution of Principles of Practice Statement to all service users.
- Display in public waiting area(s) within the agency.
- Inclusion in the Policy Manual that is reviewed and used by all agency personnel.
- Inclusion in the Board Policy Manual and Orientation Package.
- Inclusion on the Agency website.
- Community Partnerships and Community Service Directories (web and paper based)

Approved by:

Executive Director