Sabbatical Plan Outline for Ray Director of Client Services at OCRCC:

**Introduction**

Purpose of the sabbatical: To recharge, pursue professional development through a holistic survivor yoga retreat, medical needs, and enhance leadership skills.

Duration and timing: October 17th- November 27th. This timeframe is chosen to minimize disruption to OCRCC operations and ensure a smooth transition.

**Preparation Phase**

Responsibility: Director of Client Services

* **Contract Management:** Ensure all contractors receive, sign, and return their contracts, and that completed contracts are delivered to Laing as well as instructions on who to contact while out.
* **Scheduling:** Plan and finalize the six-week schedule, including group meetings, Healing Together events, and OVW events. Ensure all these events are accurately reflected in the shared calendar.
* **Time Off and Scheduling:** Update time-off requests and schedules in both the CST schedule and individual calendars to maintain clarity and coverage.
* **Clients: The three clients I have will have all contact information and a match with an advocate if they need to access someone while I am out.**

 **Delegation responsibilities: interim leadership duties**

* + Imani
		- Holding CST meetings WEEKLY creating and maintaining supervision notes in: [2024 Supervision](https://ocrcc.sharepoint.com/%3Af%3A/s/CST/EogNtabEjh5Lq7NJeZEWP0sBBH_IqHWJwn-mwWR8lUx-gw?e=03ech0)
		- Providing ED with CST updates which can be found here as well: [2024 Supervision](https://ocrcc.sharepoint.com/%3Af%3A/s/CST/EogNtabEjh5Lq7NJeZEWP0sBBH_IqHWJwn-mwWR8lUx-gw?e=03ech0)
		- Offer debriefing space for staff and interns as needed.
		- Maintain relationships with hospital staff and UNC schools.
		- Oversee and support helpline volunteers.
		- Supervise Tiny for an additional 30 minutes per week.
	+ Rationale: Ensures continuity in leadership and support for client services, maintaining effective operations and staff engagement.

* + Tiny
		- Manage all group emails, redirecting them as necessary.
		- Handle contracts and invoice documentation related to therapists.
		- Support interns in therapy and support group programs.
		- Address Support group and therapy program needs as they arise.
		- Provide 30-minute debriefing sessions after the first and last support group sessions, as needed.
		- Supervise and support volunteers for the SGF role.
	+ Rationale: Ensures smooth management of administrative tasks and program support, addressing any immediate needs.
	+ Leah
		- Providing interns group supervision for 6 weeks tapping briana when needed.
		- Meet with students and professors as needed.
		- Complete any paperwork related to internships as needed
		- Complete or support in the completion of intern interviews.
	+ Rationale: Maintains the quality of intern supervision and supports ongoing administrative tasks.
	+ Briana will maintain and support me through:
		- Supporting Leah with group supervision when needed to make sure supervision is still happening while I am away.
		- Interviewing and obtaining intern applications and delegating to each department as needed.
	+ Rachel and Laing will maintain and support me through:
		- Supervising either:
			* Supervise either Imani 1:1 or Leah, Osney, and Alexandria 1:1.
			* Manage any project oversite
			* Changes to wait till Ray gets back

Email will be set with a similar signature as when I am out for 2 weeks. All invoices will be sent directly to Rachel and Laing (sometimes Tiny) instead of me. Project oversight will be ensured by Rachel and Laing as a team.