

Mercy House - HR Documents

Employee Handbook (Summary)

Welcome to Mercy House! Our mission is to restore lives through Christ-centered recovery. All employees are expected to adhere to Christian values and maintain confidentiality, professionalism, and compassion in all interactions with residents and staff. Key Policies: - Attendance & punctuality required. - No harassment, substance use, or inappropriate conduct. - Maintain confidentiality (HIPAA if applicable). - Follow dress and safety guidelines.

Code of Conduct Agreement

I commit to uphold Christian values and integrity in my work at Mercy House. I will maintain confidentiality, avoid gossip, and refrain from behaviors that conflict with our mission. Signature:

_____ Date: _____

Employee Application Form

Name: _____ Date: _____ Address: _____

_____ Phone: _____
_____ Email: _____ Position Applied For: _____
_____ Church or Ministry Affiliation: _____
_____ References (2 professional, 1 pastoral): _____
_____ Background Check Consent: ☐ Yes ☐ No Signature: _____

Volunteer Agreement

As a volunteer, I agree to represent Mercy House in a Christ-like manner and respect all residents and staff. I understand the importance of confidentiality and boundaries in all interactions. Signature:

_____ Date: _____

Confidentiality Agreement

I agree to protect all resident and staff information at Mercy House and understand the consequences of any unauthorized disclosure. Signature: _____ Date: _____

Mission & Faith Statement

Mercy House exists to help men and women overcome addiction and rebuild their lives through faith in Jesus Christ. We believe healing comes through spiritual renewal, accountability, and community.