

## First Year of Caseworker Professional Development Plan

### 1. Onboarding and Field Activities

#### Field Activities

- Recruitment and hiring of new SSS1 caseworker
- Welcome and introductions
- Building tours
- Paperwork and technology
- Discussion of expectations of unit
- Review of Agency Values and Mission
- Discussion of Organizational Structure
- Setting of initial onboarding and training plan

#### Training Preparation Activities

- Observations (Courts / Visits / Assessments)
- Opportunities to debrief observations with supervisor or identified peer
- Supervisor prepares worker for emotional toll of training and practice, critical importance of empathy and engagement, and expectation of employee of self-reflection and professional growth (Supervisory tool will be made available)
- Supervisor assures completion of all on-boarding activities

### 2. Distance Training Prerequisites and Transfer of Learning Activities

#### Computer Based Training Prerequisites

Required for all SSS1s **prior** to attending Essential Elements of Child Welfare Practice

- |   |                                     |
|---|-------------------------------------|
| • Federal and State Legislation (60 min)                              | • OR-Kids Basics (60 min)           |
| • Secondary Traumatic Stress (60 min)                                 | • Indian Child Welfare Act (60 min) |
| • Oregon Safety Model Sessions 1-7 (45 min each / 5 hrs 15 min total) | • Mandatory Reporting (60 min)      |
| • CW Ethics & DHS Values (60 min)                                     |                                     |

**Evaluation:** Quiz – participants must pass at 80% or higher in order to receive credit for completing each of these trainings

#### Training Preparation Activities to Increase Transfer of Learning

- Opportunities to debrief CBTs with supervisor or identified peer

### 3. Classroom Training and Field Activities to be Completed within 60 Days of Hire

#### Essential Elements of Child Welfare Practice

Required for all SSS1s prior to carrying a caseload 3 weeks (15 days) in Salem

**Prerequisite:** Required CBTs and 2-3 weeks in the branch

**Evaluation:** Reaction survey, trainee portfolio, including: trainee self-assessment, knowledge assessment, child and adult interviewing and other skill assessments.

#### Training Preparation Activities to Increase Transfer of Learning

- Supervisor receives trainee portfolio
- Supervisor utilizes tool for transfer of learning with application to limited cases after determining employee's readiness to engage with families
- Matrix / Scaling tool to assist with readiness assessment
- New employee is assigned a peer support person
- New employee should be observed in field and provided with feedback

### 4. Classroom Training Required within 6 Months of Hire

#### Distance Training Prerequisites

Required for all SSS1s **prior** to attending Well-being Needs of Children

- CANS CBT (60 min)
- Advocating for Educational Services Netlink (180 min)
- Child Development Pre-Assignment

**Evaluation:** Quiz – participants must pass at 80% or higher in order to receive credit for completing each of these trainings

#### Family Conditions (3 days in Salem, offered via distance at select locations)

**Prerequisite:** Essential Elements of Child Welfare Practice

**Evaluation:** Participant reaction survey, trainee self-assessment

#### Well-being Needs of Children (4 days in Salem)

**Prerequisite:** Essential Elements of Child Welfare Practice, CBTs

**Evaluation:** Participant reaction survey, trainee self-assessment

### 5. Classroom and Distance Training Required within 1 Year of Hire

#### Trauma Informed Practice Strategies for Child Welfare Workers

(2 days in Salem)

**Evaluation:** Participant reaction survey

#### Preparing and Presenting for Success in Court (1 week in Salem)

**Prerequisite:** Essential Elements of Child Welfare Practice

**Evaluation:** Participant reaction survey, case documentation and presentation skill assessments, pre and post knowledge assessment.

#### Computer Based Training

- The Multi-Ethnic Placement Act (MEPA) (60 min)
- Child Welfare Confidentiality (60 min)
- Guardianship Assistance (60 min)
- Adoption Assistance (45 min)
- Karly's Law (60 min)

**Evaluation:** Quiz – participants must pass a quiz at 80% or higher in order to receive credit for completing each of these trainings.

### 6. Position Specific Training Available

#### Certifier and Adoption Worker Training (2 weeks in Salem)

Required for certification and adoption workers prior to conducting the SAFE Home Study independently.

#### Foundations Training of Trainers (4 days in Salem)

Required for certification and adoption workers prior to training Foundations of Fostering and Adopting.

#### Adoption Tools & Techniques (3 days in Salem)

Recommended for permanency workers, certifiers and adoption workers within 1 year of hire or upon assuming a permanency caseload.