

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

Prerequisites for this training can be found in iLearn by searching for C06007 – Essential Elements of Child Welfare Practice

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

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.

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

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

Computer Based Training

- The Multi-Ethnic Placement Act (MEPA) (60 min)
- Child Welfare Confidentiality (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.