

<p>Child Welfare Program Trainings</p> <p>For help contact CW Training: CW.Training@dhsosha.state.or.us</p>	<p>ODHS Trainings:</p> <p>For help contact the DHS Training: DHS.Training@dhsosha.state.or.us</p>
<p align="center">Pre-Requisites to Social Services Assistant Training*</p> <p align="center"><i>When: Prior to attending Social Services Assistant Training</i></p> <p><i>*If you have already completed these pre-requisite trainings from your previous role in CW, you do not need to repeat them. HOWEVER, you must be up to date on the trainings that are required to be taken yearly.</i></p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Secondary Traumatic Stress <input type="checkbox"/> Indian Child Welfare Act <input type="checkbox"/> Values & Ethics for DHS Child Welfare Workers <input type="checkbox"/> What You Need to Know About Karly's Law (within 30 days of hire and yearly) <input type="checkbox"/> Applying the ADA to Your Work with Children and Families (within 60 days of hire) <input type="checkbox"/> The Impact of State and Federal Law on CW Practice 	<ul style="list-style-type: none"> <input type="checkbox"/> 24/7 Mandatory Reporting
<p>ODHS New Employee Orientation <i>New SSAs must complete the tasks and trainings identified in the ODHS New Employee Orientation Checklist.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> ODHS New Employee Orientation Checklist <p>Required ODHS Trainings are on Page 2.</p>
<p>Standardized On-Ramp <i>When: First 6 weeks</i></p>	<p>The on-ramp consists of tasks that are core components of both SSA and Case Aide responsibilities. The on-ramp is a 6 step on-the-job-training structure providing an overview, opportunity to shadow, discussion at supervision, support, observations and feedback.</p>
<p>Child Welfare Program Online Trainings <i>When: First 90 days</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Sharing of Information Between Child Welfare and Self-Sufficiency <input type="checkbox"/> Child Welfare Confidentiality <input type="checkbox"/> Oregon Safety Model Overview Online Session 1 <input type="checkbox"/> Oregon Safety Model Overview Online Session 2 <input type="checkbox"/> Oregon Safety Model Overview Online Session 3 <input type="checkbox"/> Oregon Safety Model Overview Online Session 4 <input type="checkbox"/> Oregon Safety Model Overview Online Session 5 <input type="checkbox"/> Oregon Safety Model Overview Online Session 6 <input type="checkbox"/> Oregon Safety Model Overview Online Session 7 <input type="checkbox"/> OR-Kids Basics
<p>Social Services Assistant Training <i>When: Within 6 Months of Hire</i></p> <p>Offered three-four times annually.</p>	<p>Social Service Assistant Training is an interactive, professional development activity that focuses on the essential skills and knowledge SSA s need to support the safety and permanency of children and families served by Child Welfare. This training is required for all new Social Service Assistants within six months of hire and is six days in length spread out over two weeks.</p>

<p><u>Child Welfare Program Online Trainings</u> <i>When: First 6 months</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Domestic Violence DV 101 <input type="checkbox"/> QPR Suicide Prevention Training
<p><u>Child Welfare Program Online Trainings</u> <i>When: Within the first 12 months</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Sibling Bill of Rights <input type="checkbox"/> Commercial Sexual Exploitation of Children and Young Adults

SSS1 and SSA Pretraining Activities

New SSS1 and SSA staff who have been CJIS cleared, have attended Orientation, and have completed their online pre-requisites may conduct the following tasks prior to attending training. A MAPS or Supervisor must provide instructions on all activities prior to the new staff conducting the activity. All other tasks listed in the respective Position Description require the successful completion of SSA Core (Including Confirming Safe Environments) or Essential Elements of Child Welfare Practice.



Allowable Activities:

- Accompany the caseworker and take notes during contacts with children and families.
- Type notes and email to caseworker describing information gathered and accurate observations. (Workers can write notes into the domain format making it easier to transfer.)
- Coordinate background checks including OJIN, eCourts, ORKIDS, and LEDS.
- Complete records requests. (Medical, school, law enforcement, etc.)
- Gather information from collateral contacts, input into OR-Kids, and request review from the case worker.
- Ensure that children in substitute care meet the timelines for medical, dental, mental health, and CANS assessments.
- Assist families with completion of forms (ICWA, Father's Questionnaire, Release of Information, etc.)
- Coordination of appointments.
- Complete service referrals for families and foster parents, including all requisite and subsequent tasks and contacts.
- Make contact with relatives for the purposes of absent parent search, placement, visitation, or identification of safety service provider.
- Assist in foster care placement and BRS placement coordination.
- Attend transfer staffing, Family Engagement Meetings and Ongoing Family Meetings when assigned to provide case aid work on a case.
- Attend unit meetings, quarterlies, supervisory conferences and other meetings as appropriate.
- Attend IEP, ILP, WRAP, and other service meetings as appropriate on assigned cases.
- Research extracurricular activities of interest to children to assist in meeting the prudent parenting standard.
- Transportation assistance as necessary.
- Coordinate with caseworkers to ensure child wellbeing needs are met in a variety of ways, clothing vouchers, ILP referrals and attendance, appointments.
- Monitor and Supervise Visits (After shadowing has been completed) and provide supplemental contact.

The SSA On-Ramp consists of tasks that are core components of both SSA and Case Aide responsibilities. The On-Ramp is a six step on-the-job-training structure providing an overview, opportunity to shadow, discussion at supervision, support, observations and feedback. Please use the SSA On-Ramp Checklist while navigating through the On-Ramp. All documents and more resources can be found on the [Child Welfare Equity, Training and Workforce Development OWL page](#).

Steps 1 through 4 to be completed before and after SSA CORE

Tasks to be Performed by New SSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	Experienced Staff* will Communicate Expectations & Review Policy and Procedure	Experienced Staff will Provide Practical Overview	New SSA will Shadow	Experienced Staff will Provide Clinical Supervision	New SSA will Conduct with Support from Supervisor	Supervisor will Observe and Provide Feedback to New SSA
Communicate visitation expectations to caregiver, the child, and / or biological family members before visits Shadow X 1 Conduct with Support X 1	Experienced Staff articulates the role in communicating visitation expectations to children and families engaged with DHS/CW. New staff reviews Procedure Manual Chapter 5 - Services to Children, Section 26, Family Visitation.	Experienced Staff will provide an overview of best practice in communicating visitation guidelines to families and substitute caregivers.	New Staff will observe a SSA communicating visitation expectations to a family.	Experienced Staff will review the observed visit with the New Staff and provide the opportunity for questions, as well as explain any pertinent occurrences. Confirm new staff's understanding of visitation guidelines.	Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor observes New Staff explain Visitation Guidelines to a family and/or caregiver to determine if they need additional support or retraining.
Transport children from substitute care placement to the visitation site Shadow X 2 Conduct with Support X 1	Experienced Staff articulates responsibilities in providing safe transportation for children engaged with DHS. New staff reviews DAS Policy on State Vehicles, Passengers, and Driving while conducting state business.	Experienced Staff will provide local branch protocol on transportation, including vehicle usage, car seats, and emergencies.	New Staff will observe a SSA providing transportation for children to a visit.	Experienced Staff will review the transport and provide the New Staff the opportunity to ask questions. Confirm the new staff's understanding of their role.	Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor observes New Staff conduct transportation to determine if they need additional support or retraining.
Implement the individual visitation agreement by meeting with the case worker, client and caregiver Shadow X 1 Conduct with Support X 1	Experienced Staff describes role in partnering with case workers to deliver visitation agreement and guidelines. New staff reviews Procedure Manual Chapter 5 - Services to Children, Section 26, Family Visitation, OR-KIDS Training: Visitation & Contact Plan, and Local Protocol for visitation.	Experienced Staff will provide an overview on the implementation of a visitation and contact plan established by case worker and supervisor	New Staff will observe a SSA coordinating and implementing a visitation and contact plan developed by a caseworker and supervisor.	Experienced Staff will review the communication of the visitation and contact plan with the New Staff and provide the opportunity for questions. Confirm the new staff's understanding of their role.	Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor observes New Staff coordinate and implement visitation to determine if they need additional support or retraining.
Supervise Visitation between parents and children in the custody of DHS / CW Shadow X 2 Conduct with Support X 1	Experienced Staff articulates role in ensuring the safety of children during visits. New staff reviews Procedure Manual Chapter 3, Section 17 (Assessment: Visitation) and Chapter 5, Section 26 (Services to Children: Family Visitation and Contact).	Experienced Staff will describe local branch protocol on coordinating, supervising, and reporting visitation activities.	New Staff observes a SSA Supervising visits.	When possible, provide detailed explanations to each step conducted during visitation. Confirm the New Staff's understanding of family visitation and contact. Check in regarding any potential traumatic events that occurred.	Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor observes New Staff Supervise Visitation to determine if they need additional support or retraining.

Tasks to be Performed by New SSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Gather Case Information from providers, clients, family members, schools, etc. Shadow X 2 Conduct with Support X 1	Experienced Staff will Communicate Expectations & Review Policy and Procedure New staff reviews policy, procedure, and protocol surrounding the collection and documentation of clients, family members, and providers engaged with DHS. Reference Child Welfare Procedure Manual prior to conducting any activity that could be restricted to 'Caseworker'.	Experienced Staff will Provide Practical Overview Experienced Staff will provide an overview on supporting caseworkers, collecting information, and documenting it in ORKIDS	New SSA will Shadow New Staff will observe a SSA collecting case information from providers, clients, family members, schools, etc.	Experienced Staff will Provide Clinical Supervision Experienced Staff will review collected information and explain the importance of accurate documentation of case information. Confirm the New Staff's understanding of their role.	New SSA will Conduct with Support from Supervisor Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor will Observe and Provide Feedback to New SSA Supervisor observes New Staff collect and document case information to determine if they need additional support or retraining.
Escort Children to Medical, Dental, Mental Health, or other appointments Shadow X 2 Conduct with Support X 2	Experienced Staff articulates role in assuring the safety and wellbeing of children while escorting them to necessary appointments. New staff reviews Procedure Manual Chapter 5 - Services to Children	Experienced Staff will provide an overview on considerations for escorting children to wellbeing appointments	New Staff will observe a SSA escorting a child to a medical, dental, mental health, or other provider appointment.	Experienced Staff will review the recent escort and explain the importance of understanding different requirements for different providers. Confirm the New Staff's understanding of their role.	Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor observes New Staff escorting children to a health and wellbeing appointment to determine if they need additional support or retraining.
Prepare notes for court testimony Shadow X 2 Conduct with Support X 2	New staff reviews policy, procedure, and statute surrounding testimony on behalf of DHS/CW, including Procedure Manual Chapter 9 - Working with the Courts and External Partners.	Experienced Staff will provide an overview on situations that would require an SSA to testify in court.	New Staff will review court testimony notes.	Confirm the New Staff's understanding of court and testifying under oath.	Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor reviews chronology developed by SSA to determine if they need additional support or retraining.
Conduct Monthly Face to Face Contact Shadow X 2 Conduct with Support X 1	Experienced Staff articulates role in ensuring children in the care, custody, guardianship and wardship of DHS are placed in safe, healthy, inclusive environments. New staff reviews Procedure Manual Chapter 4 - Managing Child Safety In and Out of Home.	Experienced Staff will provide an overview on monthly face to face contact, including specification of SSAs role in supporting caseworkers through conducting face to face contacts.	New Staff will observe a SSA conducting Face to Face contacts.	Experienced Staff will review Face to Face contact and discuss the importance of ensuring safety of children in-home and in substitute care. Confirm the New Staff's understanding of their role.	Must be conducted at least once with the support of a Supervisor before conducting solo.	Supervisor observes New Staff conducting face to face contacts to determine if they need additional support or retraining.

*Experienced Staff is defined as a Supervisor, MAPS, or in some cases, a SSS1/SSA identified by a Supervisor

Complete the following Checklist while performing the tasks in the On-Ramp. A copy of the completed checklist must be kept in the employee's file. After completing the On-Ramp and the Checklist, the employee must acknowledge the completion in Workday Learn.

[Click here to access the completion course in Workday Learn.](#)

All documents and more resources can be found on the [Child Welfare Equity, Training and Workforce Development OWL page.](#)

SSA Information:

Name:

OR Number:

Start Date:

SSA CORE Start Date:

Supervisor:

On-Ramp Activity	Shadow Date 1	Shadow Date 2	Conduct Date 1	Conduct Date 2	Supervisor Signature
Communicate Visitation Expectation to Caregiver, the Child, and/or Biological Family Members Before Visits		N/A		N/A	
Transport Children from Substitute Care Placement to the Visitation Site				N/A	
Implement the Individual Visitation Agreement by Meeting with the Caseworker, Client, and Caregiver		N/A		N/A	

On-Ramp Activity	Shadow Date 1	Shadow Date 2	Conduct Date 1	Conduct Date 2	Supervisor Signature
Supervise Visitation between parents and children in the custody of DHS / CW				N/A	
Gather Case Information from providers, clients, family members, schools, etc.				N/A	
Escort Children to Medical, Dental, Mental Health, or other appointments					
Prepare notes for Court Testimony				N/A	
Conduct Monthly Face to Face Contact					