

Child Welfare Program Trainings For help contact CW Training: CW.Training@dhsosha.state.or.us	ODHS Trainings: For help contact DHS Training: DHS.TRAINING@dhsosha.state.or.us
<p align="center"><u>Pre-Requisites to Supervisor Pre-Service Training*</u></p> <p align="center"><i>When: Prior to attending Pre-Service 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"/> 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 <input type="checkbox"/> Indian Child Welfare Act <input type="checkbox"/> Values & Ethics for DHS Child Welfare Workers <input type="checkbox"/> The Impact of State and Federal Law on CW Practice 	<ul style="list-style-type: none"> <input type="checkbox"/> Mandatory Reporting of Child Abuse in Oregon
<p>ODHS New Employee Orientation <i>New Supervisors 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 align="center">After Pre-Requisites are Complete</p>	
<ul style="list-style-type: none"> <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"/> Sharing of Information Between Child Welfare and Self-Sufficiency (Within 90 days of hire) <input type="checkbox"/> QPR Suicide Prevention Training <input type="checkbox"/> Workday for Managers 101 <input type="checkbox"/> Workday for Managers 102 	<p><i>*If you have already completed these trainings from your previous role in CW, you do not need to repeat them.</i></p>
<p><u>Supervisor Pre-Service Training</u> <i>When: Prior to taking on supervisory duties</i></p> <p>Offered three times annually: January, May, & September</p>	<p>Supervisor Pre-Service Training is a two-week training designed to provide the necessary tools to lead a team of Child Welfare Staff. Completion of this training is required prior to conducting supervisory duties. (Only register for week 1, but plan to attend both weeks)</p>
<p><u>Community of Practice</u> <i>When: Monthly after Pre-Service for first 12-Months</i> Monthly Zoom Call</p>	<p>This monthly call will be added to your outlook calendar at the completion of pre-service training. Each month, we bring in a subject matter expert to help you expand your practice, continue to network with peers, and allow for you to ask</p>

	questions within your first year of Supervision practice.
<u>Standardized On-Ramp</u> <i>When: First 6 weeks</i>	The on-ramp consists of 8 tasks that are core components of a Supervisor's responsibilities. The on-ramp is a 5 step on-the-job-training structure providing an overview, opportunity to shadow, discussion at supervision, support, observations and feedback.
<u>Intensive Field Follow-Up</u> <i>When: First 3 months</i>	Intensive Field Follow-ups are scheduled discussions between new Supervisors and subject matter experts to ensure the transfer of learning. Program Managers will coordinate to schedule IFF with OR-KIDS Trainers, Human Resources Analysts, and Program Area Consultants/Coordinators.
<u>Child Welfare Program Online Trainings</u> <i>When: Within the first 12 months of hire</i> <i>*If you have already completed these trainings from your previous role in CW, you do not need to repeat them.</i>	<ul style="list-style-type: none"> <input type="checkbox"/> Child Welfare Confidentiality <input type="checkbox"/> Sibling Bill of Rights <input type="checkbox"/> Domestic Violence, Sexual Assault, and Stalking <input type="checkbox"/> Commercial Sexual Exploitation of Children and Young Adults <p>For Sups of Certifiers or Adoptions Workers</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supervising the SAFE Home Study <input type="checkbox"/> Certifier and Adoption Worker Training (Includes SAFE Training)

ODHS New Manager Training Requirements

*All Child Welfare Supervisors are required to complete the **Foundational and Certificate 1 Management Specific** ODHS Navigate training series courses.*

The other courses in the ODHS Navigate training series are not required for Management but recommended to continue in your personal growth and development.

When: Within first 12 Months

[Navigate: Lead to Engage, Manage for Results](#)

****“Foundational Trainings”** in the link above are Mandatory. If you have already completed them from a previous position you do not need to repeat, unless stated otherwise.

Courses that are in the “Certificate 1” Section in the link above that must be completed in the **First Year as a Supervisor** (links to each course are in the list in the link above):

- ☐ Cultivating a Diverse Workforce
- ☐ Domestic Violence, Harassment, Sexual Assault and Stalking (Every five years)
- ☐ ODHS Essentials of Human Resource Management
- ☐ Ethics
- ☐ Managing Resources — Budgets, Contracts, Audits and Risks
- ☐ New Manager Introduction to ODHS

The On-Ramp consists of 8 tasks that are core components of a Supervisor's responsibilities. It is a 5 step on-the-job-training structure providing an overview, opportunity to shadow, discussion at supervision, support, observations and feedback. Please use the PEMC 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 3 to be completed before and after Pre-Service Training

Tasks to be Performed by New Supervisor	Step 1 Peer Supervisor will Provide Practical Overview and Review Policy & Procedure to New Supervisor	Step 2 Peer Supervisor will Shadow Peer Supervisor	Step 3 Program Manager/Peer Supervisor will Provide Clinical Supervision to New Supervisor	New Supervisor is Assigned Supervisees	Step 4 New Supervisor Conducts with Support of Peer Supervisor/Program Manager	Step 5 Program Manager Observes and Provides Feedback to New Supervisor
Provide Group Supervision Shadow X 2 Conduct with Support X 1	Describe local branch protocol on coordinating, facilitating and role clarification regarding group supervision. New staff reviews PEMC position description and Group Supervision framework.	Observe group supervision developing questions and feedback for facilitator.	Debrief with peer Supervisor. PM to provide clinical supervision to supervisor: create learning plan to continue developing facilitation skill set.		New Supervisor facilitates group supervision with the support of an experienced supervisor and / or local program area consultant.	PM evaluates if additional support and retraining are necessary.
Provide Clinical Supervision Shadow X 2 Conduct with Support X 1	Describe resources, supports, how to schedule/organize and provide general outline of individual supervision. New staff reviews "Role of Supervisor" in relevant chapters of Procedure Manual.	New Supervisor to observe clinical supervision developing questions and feedback for peer Supervisor.	Debrief with peer Supervisor. PM to discuss challenges and opportunities regarding coaching and supporting worker growth.		New Supervisor conducts clinical supervision with each member of their team individually and debriefs each with Program Manager.	PM evaluates if additional support and retraining are necessary.
Staff Coordination Meet with 2 Peer Supervisors	Communicate expectation regarding assignment of duties to caseworkers, adjusting workload and schedules. New staff reviews HR Intranet site "Management" tab and "General People - Management Resources".	Meet with two peer Supervisors and discuss best practice and strategies to manage assignment of duties, adjusting workload and schedules.	Debrief with peer Supervisor. PM to review best practice and process for seeking support if managing assignments, adjusting workloads or schedules becomes challenging.		N/A	N/A
Organizational Audits and Case Reviews Per Program Area Shadow X 1 Conduct with Support X 2	Communicate expectation regarding review and audits of client case plans, written reports, and client records prepared by direct service staff. Discuss expectations for case audits and overview of process.	Meet with peer supervisor or PM and conduct audit and review of case file documents specific to the program area. Ex: formats, coding, timeliness, and determinations or actions to assure policies, Federal and State regulations, and standards of social work practice are maintained.	Debrief with peer Supervisor and/or Program Area Consultant. PM to provide clinical supervision to Supervisor regarding case audits and expectations.		Conduct audits and staff findings with support of Program Manager.	PM evaluates if additional support and retraining are necessary.

Tasks to be Performed by New Supervisor	Step 1 Peer Supervisor will Provide Practical Overview and Review Policy & Procedure to New Supervisor	Step 2 Peer Supervisor will Shadow Peer Supervisor	Step 3 Program Manager/Peer Supervisor will Provide Clinical Supervision to New Supervisor	New Supervisor is Assigned Supervisees	Step 4 New Supervisor Conducts with Support of Peer Supervisor/Program Manager	Step 5 Program Manager Observes and Provides Feedback to New Supervisor
Develop a Training Plan Conduct with Support X 1	Review first year training plan for PEMC including ODHS required new manager training.	N/A	PM to Discuss Priorities of learning, coverage for training, and questions.		Conduct process with PM. Review training plan and where to find resources on the OWL. Work with PM, to plan for coverage, timelines, etc. Discuss learning needs and targeting learning opportunities outside of formal training if necessary.	PM evaluates if additional support and retraining are necessary.
Branch, State, and Community Collaboration Conduct with Support X 1	Provide overview of local community partners and stakeholders. Review "Role of Supervisor" in relevant chapter of Procedure Manual (Chapter 9).	N/A	PM to articulate expectations for professional conduct in maintaining good working relationship with peers, management, and community partners as well as with central office to advance practice.		With PM, create plan for introduction to key community partners, peers and opportunities connected to Central Office. Review supports available for preparing for participation in opportunities such as Founded Dispositional Review.	PM evaluates if additional support and retraining are necessary.
Management Activities Shadow X 2 Conduct with Support X 1	Communicate expectations regarding general personnel actions such as hiring, performance appraisals, disciplinary actions, locking time, and signing off on leave requests. New staff reviews HR Intranet site under "Managers" tab - including policy and procedure around staff coordination.	Observe peer Supervisor conduct general personnel actions.	Debrief with peer Supervisor. PM to provide clinical supervision.		Conduct management activities.	PM evaluates if additional support and retraining are necessary.

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

PEMC On-Ramp Completion Checklist

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.](#)

PEMC Information:

Name:

OR Number:

Start Date:

Pre-Service Start Date:

Supervisor:

On-Ramp Activity	Shadow Date 1	Shadow Date 2	Conduct Date 1	Conduct Date 2	Supervisor Signature
Provide Group Supervision				N/A	
Provide Clinical Supervision				N/A	
Staff Coordination	N/A	N/A			
Organizational Audits and Case Reviews Per Program Area		N/A			
Develop a Training Plan	N/A	N/A		N/A	
Branch, State, and Community Collaboration	N/A	N/A		N/A	
Management Activities				N/A	

Supervisor (PEMC) Pretraining Activities

New Supervisors who have been CJIS cleared, have attended Orientation and have completed their online pre-requisites may conduct the following tasks prior to attending training. All other tasks listed in their position description require the successful completion of pre-service training.



Allowable Activities:

- ☐ Introductions with Community Partners including but not exclusive to:
 - ☐ Law Enforcement
 - ☐ Community Care Organizations
 - ☐ County Mental Health
 - ☐ Court Staff
 - ☐ Citizen Review Board Manager
 - ☐ Local medical and dental providers
 - ☐ Foster Parents
- ☐ Observe court hearings for CPS and Permanency Cases
- ☐ Review the Supervisor Sharepoint site
- ☐ Observe Clinical Supervision between Supervisors and Staff
- ☐ Attend Management Meeting
- ☐ Attend Supervisor Quarterly
- ☐ Introductions with local Program Consultants
- ☐ QA reviews with local Program Consultants
- ☐ Introductions with ORKIDS Trainer
- ☐ Review Procedure Manual to identify approvals required by a Supervisor
- ☐ Observe Unit Meetings
- ☐ Develop Unit Meeting time, duration, frequency, and agendas
- ☐ Review personnel files of staff you will be Supervising
- ☐ Learn ROM and ORKIDS Reports
- ☐ Familiarize with PIP, CFSR, Family Service Annual Report, and Program Manager Strategic Goals
- ☐ Spend 1 day shadowing a Program Manager
- ☐ Shadow CPS, Permanency, and Certification Supervisors
- ☐ Participate in NCWWI online trainings
- ☐ Review Branch Protocols
- ☐ Co-facilitate Group Supervision
- ☐ Attend elective trainings such as Psychological Safety through OED