

Policy Title:	Mandatory Child Welfare Staff Training Program – Policy		
Policy Number:	III-E.5.1.1		Effective Date: 01-06-2003

Approved By: *on file*

Date Approved:

[Policy](#)

[Forms, etc.](#)

[Definitions](#)

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[Contact](#)

Reference(s):

- Human Resource Management Division, Division 50
- Workforce Management, 50.035.01, 50.045.01, 50.045.05

Form(s) that apply:

- OPEU Collective Bargaining Agreement
- CF 119, "Employee Training Approval & History"
- CF 122, "Training Roster"
- CF 124A, "Supervisor Checklist for New Employees"
- CF 228, "Travel Expense, Detail Sheet"
- CF 140C, "Employee Development Plan"

Policy:

Purpose

To assure the Department of Human Services (DHS) is operating a staff development and training program that supports the goals and objectives of the federal Children and Family Services Review; that addresses services provided under Title IV-B and IV-E; and that provides initial training for all staff that deliver these services prior to assuming responsibility for a caseload. Goals and objectives include:

- (1) Children are, first and foremost, protected from abuse and neglect;
- (2) Children have permanency and stability in their living situation;
- (3) Families have enhanced capacity to provide for their children's needs; and
- (4) Children receive adequate services to meet their physical and mental health needs.

Definition

(1) "**Child Welfare Partnership**" means the partnership between Portland State University and DHS to provide child welfare training, quality assurance and evaluation, and a graduate social work program. This partnership is governed by an interagency agreement.

(2) "**Attending within the time line specified**" means the employee is registered and has begun taking the classes. In the event a class has not been offered within the specified time then the employee is registered to attend the next available class.

(3) "**Mandatory**" Employee cannot assume responsibility for a caseload prior to successful completion of mandatory training specified for specific classifications outlined in this policy.

(4) "**Successful Completion**" Employee attended and participated in training.

Policy

(1) Mandatory Training

(a) The following training provided through the Child Welfare Partnership is considered Mandatory for all new child welfare staff in the classifications listed and attending within the time line specified. Employees are expected to demonstrate behavioral mastery of training objectives in work assignments.

(A) Casework Practice I and II - Mandatory training for all employees classified as child welfare Social Services Specialist I and II, and other employees who perform functions generally assigned to these classifications. Employees must complete the training prior to having responsibility for a child welfare caseload. Newly hired employees must be attending or have completed training within three months.

(B) Systematic Risk and Safety Assessment - Mandatory training for all employees classified as child welfare Social Services Specialist I and II and who are not scheduled for Child Protective Services Training. Employees must complete the training prior to having responsibility for a child welfare caseload. Mandatory training also for all child welfare Social Services Assistants and other employees who perform functions generally assigned to these classifications. Newly hired employees must be attending or have completed training within three months.

(C) Child Protective Services Core Training - Mandatory training for all Child Protective Services staff who investigate allegations of child abuse and other employees who perform child protective services (ORS 418.749). These staff must complete the training prior to performing the functions of Child Protective Services screening, assessment and investigation. Newly hired employees must be attending or have completed training within three months.

(D) Social Services Assistant Core Training - Mandatory training for all child welfare Social Services Assistants and other employees who perform functions generally assigned to this classification. Newly hired staff must be attending or have completed training within six months.

(2) Travel and Per Diem Reimbursement for *Mandatory Child Welfare Training*

The Department of Human Services will reimburse child welfare employees for travel and per diem expenses related to attendance at mandatory child welfare training listed in Section (1) in accordance with DHS travel policy. Staff assigned to child welfare positions submit reimbursement forms to the Children, Adults and Families Training Unit to be paid from Title IV-E funds.

(3) Supervisor Responsibility

Community Human Services line managers are responsible for assuring staff are registered for training and provide support needed so that the employee can participate fully and without interruption from work site. Line managers will observe and document the employee's demonstration of behavioral mastery of training objectives in work assignments.

Contact(s):

- **Name:** CAF Reception; **Phone:** 503-945-5600