

# Core Training Outline for Child Welfare Staff

Role	Required Timeline	Required Training	Method
<b>All Staff</b>	Complete within first 60 days of employment*	<input type="checkbox"/> New Employee Orientation (NEO) <input type="checkbox"/> DHS Privacy/Security <input type="checkbox"/> CW Confidentiality <input type="checkbox"/> DHS Learning Center-End User <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Payroll Time Capture <input type="checkbox"/> DV 101 <input type="checkbox"/> GroupWise 101	C NL/CBT NL NLC C NL C C
<b>Receptionists, Phone Staff, Support Staff, Staff with Client Contact (AS1, AS2, OPA's, OS2,)</b>	In addition to above, complete within 120 days*	<input type="checkbox"/> Mainframe Screens <input type="checkbox"/> Customer Service <input type="checkbox"/> Mandatory Reporters - local office training <input type="checkbox"/> Dealing with Hostile Situations- <input type="checkbox"/> FACIS/IIS Screens-classroom	C C C C C
<b>SSA (Social Service Assistant)</b>		<input type="checkbox"/> OSMII Overview (2008) <input type="checkbox"/> Dealing with Hostile Situations- <input type="checkbox"/> Worker Safety (available in 2009) <input type="checkbox"/> SSA Training (for SSA only)	C C C C
<b>Social Service Specialist-(Case Workers)</b>	In addition to above, complete within 90 days*	<input type="checkbox"/> Intro and Welcome to DHS-CW <input type="checkbox"/> <b>***Integrated Core - conducted by PSU</b> <input type="checkbox"/> Engagement 101 <input type="checkbox"/> Face to Face Contact & Visitation <input type="checkbox"/> Oregon Safety Model Phase II <input type="checkbox"/> FACIS 101 <input type="checkbox"/> Multi Ethnic Placement Act (MEPA) <input type="checkbox"/> Adoption and Safe Families Act (ASFA)	CBT C NL NL C NL NL N
		<p><b>***Required by statute and policy for qualification to carry cases.</b>                      Child Welfare Partnership; 4 weeks of classroom training &amp; 5 days of field activities, including but not limited to distance delivery training (i.e. NetLinks and utilizing Activity Guide)</p> <p><a href="http://www.cwpsalem.pdx.edu/activityguide">www.cwpsalem.pdx.edu/activityguide</a></p>	
<b>Social Service Specialist-(Case Workers)</b>	In addition to above, complete within first year of employment	<input type="checkbox"/> Interstate Compact (ICPC) <input type="checkbox"/> Independent Living Program (ILP) <input type="checkbox"/> Residential Treatment (Res TX) <input type="checkbox"/> <b><u>Specialized Required Training:</u></b>  <b><u>PSU-Freeing and Placing</u></b> -permanency workers take after CORE class completed. <b><u>PSU-Foundations in Fostering, Adopting, or caring for Relative children</u></b>  <b><u>PSU-Certification &amp; Adoption-</u></b> For certifiers and adoption workers	NL NL NL C

# Core Training for CW Supervisors & Managers

Role	Required Timeline	Required Training	Type
<b>New Supervisors</b>	Complete within 30 days*	<input type="checkbox"/> DHS Privacy/Security <input type="checkbox"/> CW Confidentiality <input type="checkbox"/> DHS Learning Center-End User <input type="checkbox"/> Cultural Competency <input type="checkbox"/> Payroll Time Capture	NL/CBT NL NL C NL
	Complete within 60 days*	<input type="checkbox"/> Multi Ethnic Placement Act (MEPA) <input type="checkbox"/> Adoption and Safe Families Act (ASFA) <input type="checkbox"/> Interstate Compact (ICPC) <input type="checkbox"/> Independent Living Program (ILP) <input type="checkbox"/> Residential Treatment (Res Tx) <input type="checkbox"/> Random Moment Time Study (RMS) <input type="checkbox"/> Position Management <input type="checkbox"/> Face to Face Contact and visitation with children	NL NL NL NL NL NL NL NL
<b>Required DHS Wide Management Classes</b>	Complete within first year	<input type="checkbox"/> Cultural Competency <input type="checkbox"/> Delivering Communication that Gets Results <input type="checkbox"/> Essentials or Human Resource Management <input type="checkbox"/> DHS New Manager Orientation <input type="checkbox"/> Ethics <input type="checkbox"/> Managing Resources: Budgets, Contracts, Risks <input type="checkbox"/> Process Improvement <input type="checkbox"/> VCON: Creating a Legal Work Environment <input type="checkbox"/>	C C C C C C C VCON
<b>Required CAF Management</b>	Complete within first year	<input type="checkbox"/> Clinical Supervision for Safety-conducted by CWP- Cohort assignments <input type="checkbox"/> Orientation for new managers <input type="checkbox"/> Engagement Training <input type="checkbox"/> FACIS for supervisors	C C C C

**\* This is a recommended sequence for training although it may vary depending on need and availability of training. Program training should be added according to job assignment.**

*Approximate hours of caseworker professional development/required training is 200*