

# Training Outline for Child Welfare Staff

*To learn and grow is part of our work! Be active about taking the opportunity to learn. Step out of your comfort zone and make a commitment to act and apply what you have learned. The children and families we work on behalf of deserve a commitment to learning that is lifelong. Erinn Kelley-Siel*

- Purpose:**
1. To inform Child Welfare Staff of their training requirements
  2. To identify training for career development
  3. To support our Department values and how we want to conduct business

Intended Audience	Timeline to Complete/ Required/ Recommended	Course Number	Course Name  * = Course Description provided below	Delivery Method	Provided By: <u>DHS</u> Department of Human Services <u>CWP</u> Child Welfare Partnership <u>CAF Staff</u> Children, Adults, and Families
All Staff	90 days 60 days- <u>Required</u> 60 days- <u>Required</u> 60 days- <u>Required</u> 6 months <u>Required</u> 60 days 60 days	<input type="checkbox"/> C00371 <input type="checkbox"/> C00238 <input type="checkbox"/> C00287 <input type="checkbox"/> C00333 <input type="checkbox"/> C00230 <input type="checkbox"/> C01886 <input type="checkbox"/> OR3668	Confidentiality in Child Welfare Privacy, Security, DHS and You <b>Part 1</b> Privacy, Security, DHS and You <b>Part 2</b> Cultural Competency/Diversity at DHS Domestic Violence (DV) 101 Payroll For New Employees Core Values Training	NetLink On-Line On-Line Classroom Classroom NetLink Classroom	CWP DHS DHS DHS (Salem & Portland) DHS DHS DHS
Receptionist Phone Staff, Support Staff, Staff with client contact	In addition to above, complete within <b>120 days</b>	<input type="checkbox"/> OR3087	Mandatory Reporters – <b>Local Office</b> How to Deal with Hostile Situations Over the Phone	Classroom NetLink	Local Staff DHS

Questions: Contact Judy Helstrom, 503-945-6681, [judy.helstrom@state.or.us](mailto:judy.helstrom@state.or.us)

Last Updated: April 2012

H:/Training Plan/Training Outline for CW Staff-Apr.doc

SSA- Social Service Assistant	6 Months – <b><u>Required</u></b> 6 Months	<input type="checkbox"/> C00912 <input type="checkbox"/> OR3087	<b>CORE - SSA Training *</b> How to Deal with Hostile Situations Over the Phone	Classroom NetLink	CWP DHS
SSS1-Social Services Specialist Caseworker	<b><u>Year-Long Training Plan – NEW SSS1</u></b>  60 days - <b><u>Required</u></b> 60 days - <b><u>Required</u></b> 60 days <b><u>Required</u></b> 1 <sup>st</sup> year <b><u>Required</u></b>  90 days <b><u>Required</u></b> 90 days <b><u>Required</u></b> 90 days <b><u>Required</u></b> 90 days <b><u>Required</u></b> 90 days 1 <sup>st</sup> year <b><u>Required</u></b>  1 <sup>st</sup> year <b><u>Recommended</u></b> 1 <sup>st</sup> year <b><u>Recommended</u></b>  1 <sup>st</sup> year <b><u>Recommended</u></b> 1 <sup>st</sup> year <b><u>Recommended</u></b> 1 <sup>st</sup> year <b><u>Recommended</u></b>	<input type="checkbox"/> C00205 <input type="checkbox"/> C00205 <input type="checkbox"/> C02813 <input type="checkbox"/> C02823  <input type="checkbox"/> C02831 <input type="checkbox"/> C00371 <input type="checkbox"/> C00281 <input type="checkbox"/> C02330  <input type="checkbox"/> C02752  <input type="checkbox"/> C02380 <input type="checkbox"/> C00607  <input type="checkbox"/> C02913 <input type="checkbox"/> C02929 <input type="checkbox"/> C00824	<b>CORE-Fundamentals of Child Welfare *</b> <b>CORE-Life of a Case *</b> OR-Kids Basic <b>CORE - Pathways to Permanency *</b> <b>(Strongly recommended for seasoned SSS1)</b> <b>CORE - Advocating Educational Services *</b> Confidentiality in Child Welfare Multi Ethnic Placement Act (MEPA) Adoption and Safe Families Act (ASFA) Mandatory Reporters – <b>Local office</b> Disclosure Analysis Guidelines (DAG)  Understanding the Use of APPLA Interstate Compact on the Placement of Children (ICPC) Youth Transition Planning Independent Living Program (ILP) Services Behavioral Rehabilitation Services (BRS)	Classroom Classroom Classroom Classroom  NetLink NetLink NetLink On-Line Classroom On-Line  On-Line NetLink  NetLink NetLink NetLink	CWP CWP CWP CWP  CWP CWP CWP Computer Based Local Staff Computer Based  Computer Based CW Staff  CW Staff CW Staff CW Staff
	<b>Ongoing Resources</b>		Field Activity Guide * <a href="http://www.cwpsalem.pdx.edu/activityguide">www.cwpsalem.pdx.edu/activityguide</a>  <a href="http://www.cwpsalem.pdx.edu">www.cwpsalem.pdx.edu</a> NetLinks for Staff and Caregivers	Self Study  NetLink	  CWP

Questions: Contact Judy Helstrom, 503-945-6681, [judy.helstrom@state.or.us](mailto:judy.helstrom@state.or.us)

Last Updated: April 2012

H:/Training Plan/Training Outline for CW Staff-Apr.doc

OR-Kids Training	Search Job / Topic Specific	<input type="checkbox"/> <b>OR-Kids (keyword)</b>	<a href="https://dhslearn.hr.state.or.us/">https://dhslearn.hr.state.or.us/</a>	Classroom & On-Line	
Specialized Training <input type="checkbox"/> Adoption <input type="checkbox"/> Certifiers <input type="checkbox"/> Both		<input type="checkbox"/> <b>OR2829</b> <input type="checkbox"/> <b>OR2222</b>	Foster / Adopt Parent Training* Certifier and Adoption Worker Training *	Classroom Classroom	CWP CWP
<b>Training for CW Supervisors And Managers</b>					
New CAF Supervisors	<b>ALL</b> within 60 days	<input type="checkbox"/> <b>C00001</b> <input type="checkbox"/> <b>C00238</b> <input type="checkbox"/> <b>C00287</b> <input type="checkbox"/> <b>C00333</b>	Introduction to Learning Center Privacy, Security, DHS and You <b>Part 1</b> Privacy, Security, DHS and You <b>Part 2</b> Cultural Competency/Diversity at DHS	On-Line On-Line On-Line Classroom	Computer Based Computer Based Computer Based DHS (Salem & Portland)
	<b>ALL</b> within 90 days	<input type="checkbox"/> <b>C00371</b> <input type="checkbox"/> <b>C00281</b> <input type="checkbox"/> <b>C02831</b> <input type="checkbox"/> <b>C02330</b>	Confidentiality in Child Welfare Multi Ethnic Placement Act (MEPA) Advocating for Educational Services Adoption and Safe Families Act (ASFA)	NetLink NetLink NetLink On-Line	CWP CWP CWP Computer Based
	<b>ALL</b> within 1 <sup>st</sup> Year	<input type="checkbox"/> <b>C00607</b>  <input type="checkbox"/> <b>C02913</b> <input type="checkbox"/> <b>C02929</b> <input type="checkbox"/> <b>C00824</b> <input type="checkbox"/> <b>C02380</b>	Interstate Compact on the Placement of Children (ICPC)  Youth Transition Planning Independent Living Program (ILP) Services Behavioral Rehabilitation Services(BRS) Understanding the Use of APPLA	NetLink  NetLink NetLink NetLink On-Line	CW Staff  CW Staff CW Staff CW Staff Computer Based
CAF CW Supervisors for Caseworkers	<b><u>Required within 6 months</u></b>	<input type="checkbox"/> <b>C00600</b>	Supervisor Training * (Offered 2 x year)  <a href="http://cwpsalem.pdx.edu/staff/dhsindex.htm">http://cwpsalem.pdx.edu/staff/dhsindex.htm</a> (Resources as needed)	Classroom  Web Site	CWP  CWP

Questions: Contact Judy Helstrom, 503-945-6681, [judy.helstrom@state.or.us](mailto:judy.helstrom@state.or.us)

Last Updated: April 2012

H:/Training Plan/Training Outline for CW Staff-Apr.doc

## \* **Course Descriptions**

- **CORE - Social Service Assistant Training** – Focuses on the essential skills and knowledge SSAs 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.
- **CORE - Fundamentals of Child Welfare** – Two week cluster introduces the participant to social issues common in child welfare and provides strategies for implementing best practice standards when working with children and families.
- **CORE - Life of a Case** – Two week cluster introduces the participant to all aspects of the Oregon Safety Model, from initial contact to reunification and case closure, covers screening, mandatory reporting, interviewing children, visitation planning and vicarious trauma.
- **CORE - Pathways to Permanency: Implementing the Concurrent Plan** will be offered four times per year and will focus on concurrent permanency planning for children. Best practice and critical analysis of complex variables when making permanency decisions will be examined. The caseworker's role in early and continual discussions with families regarding placement resources that maintain the child's cultural and familial connections will be addressed.
- **CORE - Advocating for Educational Services** - Every child or young adult in the care and custody of the Department has a right to regular and special education services to promote academic achievement. This training will equip you with information needed to advocate for the educational rights of children in care. You will learn how to promote the educational achievement of children and young adults through participation on teams that perform academic assessment, planning and goal setting. Strategies for working collaboratively with caregivers, school districts, and educational surrogates will be given.
- **Field Activity Guide** – A workbook and on-the-job training guide identifying specific learning activities for the first year on the job as a case carrying Social Services Specialist. The activities utilize the many content experts in the field and reinforces classroom knowledge through structured transfer of learning activities.
- **Foster / Adopt Parent Training** – Training is a three-day long review of Oregon's Foundational Curriculum for training foster, relative, and adoptive families. The training covers the entire 8 weeks of material staff will use to train families who wish to care for Oregon's children in foster/relative and adoptive care.

Questions: Contact Judy Helstrom, 503-945-6681, [judy.helstrom@state.or.us](mailto:judy.helstrom@state.or.us)

Last Updated: April 2012

H:/Training Plan/Training Outline for CW Staff-Apr.doc

- **Certifier and Adoption Worker Training** – Developed for all adoption workers, foster home certifiers, and staff who complete relative, foster care, and adoption home studies. The training will include the most up to date information on policy and best practice.
- **Child Welfare Supervisor Training** – The Oregon Child Welfare Supervisor curriculum provides a comprehensive, interactive training experience focused on the specific administrative, educational and clinical role of the child welfare line supervisor. This curriculum is presented in six modules covering effective leadership, achieving excellence in staff performance; building a cohesive work team; promoting the growth and development of staff; clinical supervision; managing within the organization and managing change. The six modules are to be completed two days a month over a six month period.

### **Other Training Resources**

- **Mandatory Child Welfare Staff Training Program – Policy**  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_3/iii-e511.pdf](http://www.dhs.state.or.us/policy/childwelfare/manual_3/iii-e511.pdf)
- **Class Registration and Training Records Information**  
<http://www.dhs.state.or.us/training/publications/LC%20Quick%20Reference072809%20DHS.pdf>
- **Learning Center**  
<https://dhslearn.hr.state.or.us/>
- **Child Welfare Procedure Manual**  
[http://www.dhs.state.or.us/caf/safety\\_model/procedure\\_manual/index.html](http://www.dhs.state.or.us/caf/safety_model/procedure_manual/index.html)
- **Child Welfare Partnership Training**  
<http://www.cwpsalem.pdx.edu/>
- **DHS Management Training (Required & Electives)**  
<http://www.dhs.state.or.us/training/Managers.htm>

Questions: Contact Judy Helstrom, 503-945-6681, [judy.helstrom@state.or.us](mailto:judy.helstrom@state.or.us)

Last Updated: April 2012

H:/Training Plan/Training Outline for CW Staff-Apr.doc