

# 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

**July 2010**

| <b>Intended Audience</b>   | <b>Timeline to Complete/ Required/ Recommended</b>  | <b>Course Number</b>   | <b>Course Name</b><br><br>* = Course Description provided below  | <b>Delivery Method</b>  | <b>Provided By:</b><br><u>DHS</u><br>Department of Human Services<br><u>CWP</u><br>Child Welfare Partnership<br><u>CAF Staff</u><br>Children, Adults, and Families |
|--|---|--|--|---|--|
| All Staff  | 60 days<br>60 days<br>60 days<br>60 days- <b><u>Required</u></b><br>60 days- <b><u>Required</u></b><br>60 days- <b><u>Required</u></b><br>60 days<br>60 days<br>6 months <b><u>Required</u></b> | <input type="checkbox"/> <b>C00371</b><br><input type="checkbox"/> <b>OR3684</b><br><input type="checkbox"/> <b>C00001</b><br><input type="checkbox"/> <b>C00238</b><br><input type="checkbox"/> <b>C00287</b><br><input type="checkbox"/> <b>C00333</b><br><input type="checkbox"/> <b>C01886</b><br><input type="checkbox"/> <b>OR3668</b><br><input type="checkbox"/> <b>C00230</b> | Confidentiality in Child Welfare<br>New Employee Orientation (NEO)<br>Introduction to Learning Center<br>Privacy, Security, DHS and You <b>Part 1</b><br>Privacy, Security, DHS and You <b>Part 2</b><br>Cultural Competency/Diversity at DHS<br>Payroll For New Employees<br>Core Values Training<br>Domestic Violence (DV) 101 | NetLink<br>Classroom<br>On-Line<br>On-Line<br>On-Line<br>Classroom<br>NetLink<br>Classroom<br>Classroom | CWP<br>DHS (Salem & Portland)<br>DHS<br>DHS<br>DHS<br>DHS (Salem & Portland)<br>DHS<br>DHS<br>DHS  |
| Receptionist<br>Phone Staff,<br>Support Staff,<br>Staff with<br>client contact | In addition to above,<br>complete <b>ALL</b> within<br><b>120 days</b>  | <input type="checkbox"/> <b>OR2208</b><br><input type="checkbox"/> <b>OR2243</b><br><input type="checkbox"/> <b>C00270</b><br><br><input type="checkbox"/> <b>OR649</b>  | Basic Mainframe Screens<br>Advanced Mainframe Screens<br>Creating a Culture of Service<br>Mandatory Reporters – <b>Local office</b><br>Dealing with Hostile Situations   | Classroom<br>Classroom<br>Classroom<br>Classroom<br>Classroom   | CAF Staff<br>CAF Staff<br>DHS<br>Local Staff<br>DHS  |

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

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|   |  |   |   |   |   |
|---|--|---|---|---|---|
| Specialized Training<br><input type="checkbox"/> Adoption<br><input type="checkbox"/> Certifiers<br><input type="checkbox"/> Both |  | <input type="checkbox"/> OR2268<br><input type="checkbox"/> OR2829<br><br><input type="checkbox"/> OR2222   | Freeing and Placing *<br>Foundations in Fostering, Adopting or Caring for Relative Children*<br>Certifier and Adoption Worker Training *  | Classroom<br>Classroom<br>Classroom                         | CWP<br>CWP<br>CWP   |
| <b>Training for CW Supervisors And Managers</b>   |  |   |   |   |   |
| New CAF Supervisors   | <b>ALL</b> within 30 days              | <input type="checkbox"/> C00001<br><input type="checkbox"/> C00238<br><input type="checkbox"/> C00287<br><input type="checkbox"/> C00333<br><input type="checkbox"/> C00371         | Introduction to Learning Center<br>Privacy, Security, DHS and You <b>Part 1</b><br>Privacy, Security, DHS and You <b>Part 2</b><br>Cultural Competency/Diversity at DHS<br>Confidentiality in Child Welfare                                   | On-Line<br>On-Line<br>On-Line<br>Classroom<br>NetLink       | DHS<br>DHS<br>DHS<br>DHS (Salem & Portland)<br>CWP        |
|   | <b>ALL</b> within 60 days              | <input type="checkbox"/> C00281<br><input type="checkbox"/> C00968<br><input type="checkbox"/> C00607<br><br><input type="checkbox"/> C00608<br><br><input type="checkbox"/> C00824 | Multi Ethnic Placement Act (MEPA)<br>Adoption and Safe Families Act (ASFA)<br>Interstate Compact on the Placement of Children (ICPC)<br>Youth Transitions and the Independent Living Program (ILP)<br>Behavioral Rehabilitation Services(BRS) | NetLink<br>On-Line<br>NetLink<br><br>NetLink<br><br>NetLink | CWP<br>CWP<br>CAF Staff<br><br>CAF Staff<br><br>CAF Staff |
| CAF CW Supervisors for Caseworkers  | <b><u>Required within 6 months</u></b> | <input type="checkbox"/> C00600   | Supervisor Training * (Offered 2 x year)<br><br><a href="http://cwpsalem.pdx.edu/staff/dhsindex.htm">http://cwpsalem.pdx.edu/staff/dhsindex.htm</a><br>(Resources as needed)  | Classroom<br><br>Web Site                                   | CWP<br><br>CWP  |
|   |  |   |   |   |   |

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## \* Course Descriptions

- Social Service Assistant CORE Training – Focuses on the essential skills and knowledge SSAs need to support the safety and permanency of children and families service 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.
- 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.
- Freeing and Placing – Key aspects of legal and social work responsibilities in freeing and placing children for adoption. **Nomination process. MEPA pre-requisite.**
- Foundations in Fostering, Adopting or Caring for Relative Children – 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.
- 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.

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## Other Training Resources

- **Mandatory Child Welfare Staff Training Program – Policy**  
[http://www.dhs.state.or.us/policy/childwelfare/manual\\_3/iii-e511.htm](http://www.dhs.state.or.us/policy/childwelfare/manual_3/iii-e511.htm)
- **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>

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