



Children's Administration
SW Supervisor Academy
Welcome Packet



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Welcome to Children's Administration Training Academy!

We look forward to participating with you in your training as a new supervisor with Children's Administration. You will be participating in three weeks of Social Worker Supervisor Academy at the Children's Administration Training Academy. This competency-based training program is designed to equip you with the essential knowledge and skills needed to become a successful supervisor.

The three-week training will take place in our classroom in West Seattle.

4045 Delridge Way SW
Suite 200
Seattle, WA 98106

It is the expectation of Children's Administration that you fully participate in and successfully complete Supervisor Academy.

Enclosed in your welcome packet you will find the following information:

- [Training Agenda](#)
- Trainer Information
- Training Policies
- Local Hotels
- Driving Directions

If you have any questions about registration, please contact Joycelyn Thomas at (206) 923-4900.

General Policies

All Supervisor Academy participants must register through Aspen. **The cutoff date for registration is three working days before training starts.** If there are at least twelve registrants, training will begin as scheduled. If there are insufficient numbers of participants three days prior to the start date, training will be cancelled. Participants have to register again for the next session. **Participants will not be automatically registered.**

Cancellation of registration must be done at least three working days prior to the first day of training. Late cancellations will be subject to a \$500 chargeback fee to the Regions.

Mileage, per diem, and lodging are the responsibilities of the Regions. The Training Academy will not make hotel reservations or approve travel reimbursement for participants.

Participants are expected to commit themselves to the three week training, one week per month, and participate fully in all activities unless there is an emergency. The certificate of completion will not be given to any participant who missed a module unless he/she makes up for it.

Participants are required to start Supervisor Academy in Week 1. Training modules are logically sequenced. If needed, subsequent weeks may be attended in later sessions, but all participants must begin Supervisor Academy in Week 1.

Information about Your Trainers

During your Academy experience you will have the opportunity to work with a variety of professionals in the field of social work who are going to guide you through the training process. You will, however, have a various group of trainers during your training; their biographical information is listed below.

Bruce Barcklow, ACSW LICSW, has over 24 years of experience in nearly every program area in Children's Services as both a social worker and supervisor. A native of New Jersey, he graduated from New York University and received his MSW from the University of Washington in 1980. He has also worked as a therapist in children's residential treatment and with chronically mentally ill adults and their families. Prior to entering a career in social work, he was a special education teacher in New York City for children with autism-spectrum disorders.

Peter Dahlin is a nationally recognized training consultant focusing on supervision and management development in public human services. A former social worker, supervisor, manager and administrator in San Francisco's child welfare agency, he has devoted the past twelve years to developing engaging, realistic and creative training programs throughout the country, including the State of Washington. Transfer of learning, adult learning principles, and parallel process are integrated into all of his curriculum.

Mary Fischer, LCSW serves as Associate Director of the Institute of Family Development (IFD), a nonprofit organization dedicated to improving the lives of children through the development, provision, evaluation, and dissemination of high quality, cost effective community based services and supports. Mary directs IFD's in-home family counseling programs throughout Washington State and has also been a trainer/consultant at IFD for over 20 years. She has developed and provided training on supervising child welfare programs throughout the United States and several other countries. Mary has experience in all aspects of providing supervising, managing, and developing intensive, home-based services.

Steve Hassett is a Senior Counsel with the Washington State Attorney General's Office and is currently lead counsel to the Children's Administration of DSHS. He is also the juvenile litigation coordinator for the AGO and helps to develop best practice standards and to provide policy guidance, training, and advice to the approximately 80 Assistant Attorneys General who handle juvenile court dependency and termination cases across the state. Steve has been with the AGO since 1987, except for 1997-98 when he was a part time family court commissioner in King County doing dependency pre-trial conferences and CHINS and At Risk Youth cases. Before becoming counsel to Children's Administration, he was a team leader in the Seattle office of the AGO handling juvenile court cases and related appeals. Prior to joining the AGO, he worked as a public defender in Seattle and as a legal services attorney specializing in family law

in Buffalo, NY. Steve received a BA in English in 1972 and a MA in American Studies and JD in 1980, all from the State University of New York at Buffalo.

Shelley Leavitt, Ph.D. is Associate Director of the Institute for Family Development (IFD), formerly Behavioral Sciences Institute, where she directs IFD's National Training and Dissemination Division and In-home family counseling programs throughout Washington State. Prior to joining IFD in 1985, she developed and evaluated programs for families and youth, and designed training and dissemination materials at Father Flanagan's Boys Home (Girls and Boys Town, Nebraska). She is the author of *Active Parenting, Helping Kids Make Friends, The Intensive Family Preservation Implementation Guide* and numerous articles on parenting and family based services. Dr. Leavitt received her Master's degree from Boston University and her Ph.D. in Developmental Child Psychology from the University of Kansas. She has provided training, technical assistance and presentations on using a "Critical Thinking Framework" for developing, managing and evaluating programs for children, youth and families to organizations throughout the United States, Puerto Rico, Canada, England, the Netherlands, Belgium, Germany, Finland, Portugal, Romania and Lithuania. Dr. Leavitt is on the Board of Directors of the National Family Preservation Network and on the Editorial Board of the *Family Preservation Journal*.

Dana Phelps, M.Ed. has worked with children ages 11-18 for 15 years and has worked with evidence based programs for the past six years. Her experience includes implementing and overseeing Multi-dimensional Treatment Foster Care (MTFC), Aggression Replacement Training (ART), the Family Integrated Transitions (FIT) program, and Functional Family Therapy (FFT). She has extensive experience in developing quality assurance programs to ensure model fidelity. She has been a provider of FFT and the FFT Quality Assurance Administrator for Washington State. Currently, she is the Evidence Based Practice Manager for the Children's Administration.

Rhea Seeber-Reynolds, PHR is the Human Resource Manager for the DSHS Human Resource Division in Region 3. She has 10 years human resource experience and has worked for the State of Washington since November 1997. She received a Bachelor of Art degree from the University of Washington in June 1992 and in June 2004 she earned a Masters in Organizational Management from the University of Phoenix. She provides advice and training on many human resource topics, such as; rule and policy interpretation, collective bargaining agreements, corrective/disciplinary action and hiring.

Lawrence Shulman, MSW has been a social work practice educator for over thirty years. He has done extensive research on the core helping skills in social work practice, supervision, and child welfare. He has published numerous articles and monographs on direct practice and is the author or co-editor of seven books. These include: *The Skills of Helping Individuals, Families, Groups and Communities, 4th Edition, 1999*, F.E. Peacock, Publisher and *Teaching the Helping Skills -- A Field Instructor's Guide, 2nd Edition, 1993*, Council on Social Work Education. Dr. Shulman is the author of the entry

on consultation and supervision in the most recent edition of the *Social Work Encyclopedia* (National Association of Social Workers Press). He has also authored a book entitled *Interactional Supervision*, published in 1993 by the National Association of Social Workers Press. Professor Shulman also co-authored a book on supervision and management for school principals. He is the co-editor of the Journal of Clinical Supervision and he serves on five other editorial boards.

Scott Steuby has been an Area Administrator within Children's Administration for more than 4 years. Prior to becoming an Area Administrator, Scott was the Regional Human Resources Manager for all DSHS programs within Region 4. In addition, Scott has several years of experience as both a supervisor and a social worker within CPS, CWS, FRS and Intake. Prior to coming into state service Scott was a mental health therapist for children and adolescents. Scott has a Masters in Family Therapy and is currently completing his Masters in Public Administration.

Dee Wilson has worked in public child welfare for over 30 years. Dee Wilson came to the Northwest Institute for Children and Families in October, 2004 after almost 26 years working for the Children's Administration in Washington State. Dee has been a CPS social worker, supervisor, area administrator and regional administrator, as well as the first Office Chief for Quality Assurance and Training. Dee Wilson also helped to design and put on line Washington state's risk assessment system. Dee is the author of many articles on child welfare issues, including "Theory and Practice in Chronic Neglect"(2002) and "Reducing Multiple Placements",(2000).

Parking Information

Parking at the West Seattle Delridge Building, where Training Academy is located, is free. However, all Academy participants are required to have a **visitor parking pass** in their car to identify their vehicle. **Parking is limited and unauthorized vehicles are subject to towing.** The visitor parking pass authorizes Academy participants to park in front of the building.

The visitor parking pass must be placed on your vehicle dashboard to be valid.

Vehicles will be towed without a visitor parking pass. If the front parking lot is full, participants can use the overflow parking lot located behind our building across 26th Ave SW street.

You will receive a visitor parking pass when you register for Social Worker Academy. For more information, please contact Joycelyn Thomas at tjoy300@dshs.wa.gov or call (206) 923-4900.

Reasonable efforts will be made to locate owners of “unidentified” vehicles before contacting the towing company. If a vehicle is towed, the owner of the vehicle is liable for any towing expenses.

Frequently Asked Questions

What if I...	You must:
Need hotel accommodations during training?	Hotel accommodations must be arranged through your office. Please see “Local Hotels” on page 10 to view lodging near the Training Academy.
Need payment for my hotel accommodations?	Hotel accommodations must be paid through your office. <u>The Training Academy is not responsible for your hotel accommodations.</u> You are responsible for any additional fees that may arise from lodging (incidentals, etc).
Need mileage and meal reimbursement?	<u>Your TEMS reimbursement request must be sent to your AA for approval.</u> You must qualify for mileage and meal reimbursement per DSHS travel regulations.
Need daycare services for my children?	You are responsible for finding an appropriate facility for your child(ren). Training Academy does not have any information or contact with local daycare centers.
Need directions to the Training Academy?	Please see “Driving Directions” on page 12.
Someone to call for additional information?	Please call Joycelyn Thomas at 206-923-4900.

Emergency Contact

We appreciate and respect that your family comes first. If you have an emergency, you can be reached by calling the CA Training Academy at (206) 923-4900 and our staff will be happy to get the message to you. You can also contact Greg Castilla, the Academy Supervisor, at (206) 923-4902. Please give these numbers out for emergencies only.

Local Hotels

Distance	Hotel
2.69 miles away	Pioneer Square Hotel 77 Yesler Way, Seattle, WA 206-340-1234
2.86 miles away	Arlington Suites 1st Ave & Madison St, Seattle, WA 206-624-4844
2.93 miles away	Inn At Harbor Steps 1221 First Ave, Seattle, WA 206-748-0973
2.94 miles away	Pacific Hotel 317 Marion St, Seattle, WA 206-621-7352
3.04 miles away	Seattle Marriott Waterfront 2100 Alaskan Way, Seattle, WA 206-443-5000
3.05 miles away	Executive Plaza Pacific Hotel 400 Spring St, Seattle, WA 206-623-3900
3.07 miles away	Waterfront Marriott 2200 Alaskan Way # 300, Seattle, WA 206-254-1213
11 miles away	Residence Inn by Marriot 16201 West Valley Highway, Seattle, WA 98188 (425) 226-5500
12 miles away	Comfort Suites 7200 Fun Center Way, Tukwila, WA 98188 (425) 227-7200
15 miles away	Artist's Studio Loft B & B 16529 - 91 st Ave SW, Vashon Island, WA 206-463-2583
19 miles away	Townplace Suites by Marriot 18123 72nd Avenue South, Kent, WA 98032 253-796-6000

Driving Directions

**To: Children's Administration Training Academy
4045 Delridge Way SW, Suite 200
Seattle, WA 98106**

From the I-5 North or South:

- Take the West Seattle Freeway off of I-5. You are now heading west. (From north exit #163A; from south exit# 163)
- As soon as you cross the West Seattle Bridge (get into the right lane) take the Delridge Way Exit.
- Stay in the left lane on the off ramp. This is Delridge Way. (You will go underneath the freeway).
- Go through the stoplight. On your right you will see a big glass office building with a giant flag. The training center is just beyond it on the right.
- Pass by the DSHS building and make a right at Dakota Street and go to the back of the building to the parking lot. The main entrance to the building is on this side. Take either the elevator or stairs to the 2nd floor.

From the East:

- Take I-90 West to I-5 South.
- Follow directions #1-5 above.