

Table 2. Job Responsibility Data Collection Table

Job Responsibility	Most important to you (and reasons)	Important to you	Not important to you (and reasons)	Not applicable/ Not aware	Obstacles to achieving this responsibility	Supports to achieving this responsibility
1. Recruit, select, train or arrange for training and retain staff						
2. Identify, manage and evaluate frontline practitioners' performance						
3. Facilitate communication and collaboration						
4. Build and maintain working relationships with other units in agency						
5. Manage caseloads in the supervisor's unit						
6. Manage time and workflow for supervisor						
7. Monitor frontline practitioner's responsibilities to supervisor						
8. Provide leadership to their unit						
9. Provide leadership within the organization						
10. Anticipate, address and manage change within the unit						
11. Interpret and influence the organizational culture within the unit						
12. Manage time and workflow for supervisees						
13. Provide leadership within the community						
14. Influence the agency						
15. Anticipate, address, and manage change within agency						
16. Use management information systems (MIS)						
17. Provide regular case reviews and staffing						
18. Address ethics in caseworker practice and model professional ethics						
19. Address ethics in supervision						
20. Assure ongoing professional development for supervisor						
21. Develop and monitor frontline practitioners' family-centered practice competence						
22. Promote practitioners self-reflection, critical thinking and case decision-making						
23. Demonstrate culturally-competent supervision and develop and monitor practitioners' cultural competence						
24. Facilitate ongoing professional development for frontline practitioners						
25. Promote evidence-informed practice						
26. Help frontline practitioners apply new knowledge from training, workshops in their day-to-day practice						
27. Monitor and provide resources to assist frontline practitioners in applying knowledge of child development						
28. Prevent and address stress, secondary traumatic stress, and burnout for supervisor						
29. Anticipate issues related to safety and manage risk						
30. Prevent and address stress, secondary traumatic stress, and burnout for frontline practitioners						
31. Build and maintain morale and enhance frontline practitioners' job satisfaction						