Healthy Families New York

FSS/FRS Competencies

Self-Assessment Tool- SAMPLE

NEW HOME VISITOR

Introduction

*For Family Support Specialist and Family Resource Specialists.* As you go through this tool, please think about your knowledge, skills, and experience in each area. It may also be helpful for you to review the *Competency Examples and Compendium Guide* to better understand the specific knowledge and skills that make up the larger competency. There is no expectation that you will be an expert or have extensive experience in any or all of the areas. For example, if you are new to the Healthy Families New York system, you will likely not yet be familiar with the policies around documentation. This tool will be the starting point for a discussion with your supervisor to help identify the priority areas for observation, mentoring, training, and additional professional development. The goal is to provide you with the support you need to become an experienced, knowledgeable, and skilled member of the Healthy Families New York team.

For Supervisors and Program Managers. This tool is meant to help you identify areas where the FSS/FRS already possesses knowledge and skills, and where they need support to further develop. It should be the starting point for a discussion between the supervisor and staff member to discuss the staff member’s perceptions of their experience, knowledge, and skills and the supports that are available to help the individual grow in their professional development.

Please indicate your experience in each area using the following scale:

1. I have no experience with this or N/A
2. Agree
3. Somewhat Agree
4. Neither Agree/Disagree
5. Somewhat Disagree
6. Disagree

Senta Allemagne FSS- 3 months

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Competency  @ 3months | Rating 0-5 | Comments | What would you need to further development in this area? | Supervisor Comments | What supports are available to help the individual further develop in this area? |
| HFA Practices | | | | | |
| 1. I understand and am able to use all HFA policies and best practice standards consistently. | 0 | I am still adjusting to my position as an FSS. I am still becoming familiar with HFNY policies. | I need to continue to review the policies and discuss them in Supervision. | Senta will review one policy twice/month during Supervision . | \*Supervision discussions  \* Peer discussions |
| 1. I am able to document all activities in an appropriate and timely manner as per HFA and HFNY policies. | 1 | I enter my paperwork in on time. However, I still need support in documenting CHEERS and following up on outcomes of referrals I made with families. | -Review my CHEERS documentation with Sup.  -Watch Parent/Child videos and practice documenting CHEERS | Senta has made progress with the domains of Cues, Empathy and Smiles. She is working on developing her documentation skills with Holding, Expression, & Ryt/Reciprocity | -CHEERS Handbook  -TOL  -FFS Manual  -FSS/colleagues can support Senta with questions. |
| 1. I am able to consistently use all screening and/or assessment tools to better understand the strengths and needs of families and provide appropriate resources and referrals. | 1 | I am doing well with the ASQs, but I still struggle with CHEERS. | \*See #1 | Senta has been able to complete the ASQs for all of her families well. She continues to practice and reflect on the CHEERS observation/assessment/documentation  process | \*MIS ticklers  \*Supervision  \*See #1 |
| Family Functioning and Community Supports | | | | | |
| 1. I am able to provide appropriate and individualized information, support, resources, referrals to ensure that parents and/or other adults living with their child are physically, mentally, and emotionally healthy. | 0 | I am familiar with many of the local resources and I consistently make referrals for families as needed. I will continue to work on following up with the outcome of the referrals. | \*Add reminders to planner  \*Review referrals weekly in supervision | Senta has a solid awareness of the resources available in our target area.  We will review the progress/outcome of referrals made , every other week. | \*MIS  \*discuss in supervision |
| 1. I am able to provide appropriate information, support, resources, and referrals to ensure that families are safe, healthy, and providing a stable and nurturing environment for their child. | 1 | I am familiar and have current knowledge of the resources in this area. | \*See #4 | \*See #4 | \*See #4 |
| 1. I remain current on the variety of community supports available through informal and formal engagement with providers. | 1 | \*see #4 | \*see #4 | \*see #4 | \*see #4 |
| Infant and Child Health and Development | | | | | |
| 1. I am able to provide appropriate information, resources, and referrals to pregnant mothers to ensure they have a positive and healthy pregnancy. | 2 | I feel confident with referrals for expectant parents. I would like to learn more about working with prenatal families. | \*I would like to learn more about Prenatal development and learn how to engage prenatal families.  \* I would like more training | Senta has been diligent in her online research of prenatal development.  Senta agreed to shadow another FSS during prenatal visits to observe how to engage and work with Prenatal families. | \*PCANY Prenatal Training  \*FFS Manual Prenatal/Labor questions  \*Supervisor approved online resources. |
| 1. I am able to consistently apply the principles of Infant Mental Health to my work with families. | 2 | I understand the principles of IMH but I am still learning how to apply it to my work with families. | \*I will review the IMH information from FFS Core training.  \*I want to process how to use this information during home visits. | Since Senta has added more families to her caseload she has begun to focus on identifying Protective Factors that relate to IMH principles. We will continue to discuss these principles in Supervision. | \*FFS Manual  \*NYSAIMH online resources  \*Discuss in Supervision |
| 1. I am able to provide appropriate information, support, resources, activities, and referrals to families to ensure their infant/child is receiving what they need to be safe, healthy, and developmentally on track. | 1 | I am familiar with child development from my previous work as a daycare provider, and my college courses.  I would like to learn more about healthy discipline to support parents in this area.  I would also like to be more comfortable with tracking each child’s immunization schedule. | \*I would like to familiarize myself with all of the curriculum activities available to me.  \* I would like to learn what discipline strategies are encouraged by HFNY.  \*I would like to learn how to have conversation with families if I notice something unsafe or unhealthy. | Senta completed GGK training and has been motivated to review all of the activities this program has available to support healthy child development.  She has reviewed the CDC recommendation for immunizations and has updated all of the families medical information in the MIS.  Senta has also been actively reaching out to her colleagues when she has questions in this area.  We have reviewed the Child Maltreatment procedures. | \*Continue discussing in Supervision.  \*Shadow FSS during a visit where these topics will be discussed with families. |
| 1. I am able to engage family members in activities that encourage positive brain, physical, and social-emotional development and build families’ knowledge and understanding of the importance of these activities. | 2 | I have a basic understanding of how to support families in this area. I enjoy supporting families with fun developmental activities. I am still trying to get comfortable with using Reflective Strategies with families. I am confident with my ATP skills! | \*I need to practice using reflective strategies more often during home visits. | Senta has been working hard to identify when to use certain reflective strategies. She has demonstrated solid skills with documenting how she uses ATP and Solution-Focused Talk. She has even applied these reflective strategies when parents shared problems or successes in other areas of their lives such as finances and employment goals. | \*TOL & Training Website  \*Review reflective strategies with Supervisor  \*Shadow home visitors to see how they use reflective strategies. |
| Professional Practice and Process | | | | | |
| 1. I am able to present and maintain appropriate professional boundaries with colleagues, supervisors, and families. | 1 | I am respectful with all of my colleagues | I enjoy getting to know my co-workers, especially during Team Meetings. | Senta has been a positive and professional person in the office. She is respectful of her co-worker’s time and often offers to help them prepare their visit bags for their home visits. | N/A |
| 1. I am able to consistently expresses cultural humility in my interactions with colleagues, supervisors, and families. | 2 | I try to be culturally humble in my interactions with everyone. | I would like to learn how to respectfully show curiosity about a person’s culture. | Senta has worked hard to approach her interactions with families and co-workers in a culturally humble way. We will continue to reflect on this topic in Sueprvision. We have also signed her up to a local DEI webinar. | \*TOL Training site.  \*DEI Webinar: Kirwan Institute |
| 1. I am able to consistently use self-care strategies to maintain my own physical, emotional, and mental health. | 3 | Even though I have been in this position for 3 months, I still feel overwhelmed with the amount of paperwork that is required. | \*I would like to use my full lunch time for self-care.  \*I would also like to plan for future time off. | Senta works very hard to learn her role. Sometimes she works through lunch to stay current with her paperwork.  We will continue to discuss balancing her administrative work with planned breaks to prevent burnout. | \*TOL website  \*Regularly discuss self-care in Supervision |