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 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.

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

| Competency | Rating  (0-5) | Comments (strengths, what do you need support in, etc.) | What supports, etc. do you need to further development in this area?  \*see Resources Section | Supervisor Comments/Planning (strengths, what do you need support in, etc.) | Steps 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. |  |  |  |  |  |
| 1. I am able to document all activities in an appropriate and timely manner as per HFA and HFNY policies. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 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 remain current on the variety of community supports available through informal and formal engagement with providers. |  |  |  |  |  |
| 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. |  |  |  |  |  |
| 1. I am able to consistently apply the principles of Infant Mental Health to my work with families. |  |  |  |  |  |
| 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 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. |  |  |  |  |  |
| Professional Practice and Process | | | | | |
| 1. I am able to present and maintain appropriate professional boundaries with colleagues, supervisors, and families. |  |  |  |  |  |
| 1. I am able to consistently expresses cultural humility in my interactions with colleagues, supervisors, and families. |  |  |  |  |  |
| 1. I am able to consistently use self-care strategies to maintain my own physical, emotional, and mental health. |  |  |  |  |  |