

Essential Elements - Helpful Tips

WELCOME!

Congratulations! We are very excited to meet you and be a part of your journey as you learn about the role of a Social Service Specialist. This is important work and can be very rewarding. You can make a positive impact in the lives of vulnerable children and families in Oregon.

We hope this tip sheet helps you with questions you may have about the training process before you start Essential Elements. The following are some important things to know to enhance your training experience. Essential Elements consists of a team of trainers who all have experience as Child Welfare caseworkers in Oregon. The Child Welfare Partnership's website has pictures and bios of each employee of the program.

Remember, the mandatory Computer-based Training and Essential Elements are just the beginning of your year-long training program as a newly hired Social Service Specialist. After completing Essential Elements (which is required by Child Welfare policy prior to carrying a caseload), you will then have the ability to sign up for the other mandatory trainings, including Family Conditions, Well-Being Needs of Children, Preparing and Presenting for Success in Court (PPSC). Trauma Informed Practice Strategies (TIPS) is also a mandatory training, but you may take this before completing Essential Elements. Coordinate the timing of these training sessions with your supervisor and register in Workday.

GETTING STARTED

Prior to your first day of Essential Elements, there will be a **mandatory**, online meet and greet. **Check your email for the date and time of the Meet and Greet.** This will be a time for you to meet your trainers, to become familiar with Zoom (the online meeting platform used for training), and to have any technical questions answered by our technology experts. This meeting will prepare you for your first day of training.

If you are unable to attend this online session, please let us know as soon as possible, so we ensure you have another opportunity to familiarize yourself with Zoom and the other platforms prior to training. Please contact Jose Maciel (josmaci7@pdx.edu) and Tyler Blankenship (tblank2@pdx.edu) if you are unable to attend this meeting.

On each training day, it is important to log into Zoom 5 to 10 minutes prior to training. The facilitator will see you in the zoom wait room and invite you into the training. This will serve as your sign in.

- If you need an accommodation related to online learning, please contact Tyler Blankenship in Information Technology at tblank2@pdx.edu.
- Being fully present while in class is critical to learning. We also encourage direct, respectful dialogue with trainers and other participants during your training program.
- We request that you refrain from the use of electronic devices outside of what is required for this training.

MATERIALS

You will receive binders and case files for each of the three weeks of training. Your first binder will be sent to you before Day 1 of Essential Elements. You will also receive a link electronically with copies of all the hand outs for each week (they are located in a Google Drive folder). It is important to have these materials ready to use during training. Trainers will be referencing these materials frequently during each session.

Complete this [Google Form](https://forms.gle/5y74ijuReJgDiAfZ8) to receive physical training materials:
<https://forms.gle/5y74ijuReJgDiAfZ8>

LUNCH AND BREAKS

Lunch is from 12-1pm each day. There will be frequent breaks during your training days. The times of these breaks will be dependent on your session content.

ATTENDANCE AND MAKE-UPS

If you know ahead of time you will miss a session due to a planned absence, notify Tyler Blankenship at tblank2@pdx.edu. If you miss content during a specific session, Tyler will be in contact with you to discuss how to make up that content at a future date.

It is our hope to provide you with a great learning experience, and an opportunity to grow personally and professionally. All of the PSU/Child Welfare Partnership staff are very excited to meet you!

Your PSU training team:

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