## Coordinated Entry Coach Expectations

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| **Activities** | |
| **Item** | **Staff Initials** |
| 1. Responsible for supporting staff to complete pre-requisite training, including:   * Motivational Interviewing * Mediation Training (optional – strongly encouraged) |  |
| 2. Responsible for ensuring CE Specialists-in-training complete the following:   * Register for and attend the Creative Conversation (multi-day training) * Complete the required number of observation conversations * Conduct mock conversation. As a Coach, you observe and sign off on staff-in-training’s mock conversation * Complete the required number of shadow conversations |  |
| 3. Provide support and Coaching for CE-trained staff to implement their Annual Skill Improvement Plan after the annual re-certification training. |  |
| 4. Attend CE Collaborative Learning Circle regularly to provide coaching for a variety of CE trained staff and to practice/further develop one’s own coaching skills. |  |
| 5. Serve as a coach and/or trainer for at least one Creative Conversation training and Recertification Workshop per year. |  |
| 6. On-going coaching for all in-training and certified CE staff, as needed. |  |
| 7. Attend annual Coaches training and other Coaching skill-development opportunities, as they are available. |  |

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| **Commitment** | |
| **I commit to completing the above activities to the best of my abilities. If I am unable to dutifully complete these activities, I will inform the County and either commit to additional training so I can complete my duties or step down as a Coach.** | |
| **Staff Name:** |  |
| **Staff Signature & Date:** |  |
| **Approved by (name & agency):** |  |
| **Approval Signature & Date:** |  |

Please submit the signed and completed form to Pierce County at [annemarie.edmunds@piercecountywa.gov](mailto:annemarie.edmunds@piercecountywa.gov).