



**The Children's Aid Society of Brant
PERFORMANCE EVALUATION
FAMILY GROUP DECISION MAKING MANAGER/COORDINATOR**

EMPLOYEE'S NAME

POSITION:
(in the position)

MANAGER:

TYPE OF EVALUATION: Probationary _____ Annual _____

EVALUATION PERIOD: From _____ To _____

BENCHMARK:

M.S.W. with at least three years experience in child welfare

POSITION SUMMARY

This is a management position in which the person is responsible for managing all aspects of the Family Group Decision Making service, including preparation and facilitation of FGDM meetings, educating staff and community members about FGDM, supervising and training other FGDM Coordinators, evaluating FGDM on a regular basis, and providing reports and analysis of statistics and other information as requested.

DUTIES AND RESPONSIBILITIES

- Be responsible for the management of staff and services in the area assigned
- Provide regular supervision for the workers on the performance of their duties
- Assume primary responsibility for the orientation and mentoring of new FGDM coordinators at Brant CAS, in accordance with FGC/FGDM best practices and Ministry of Children and Youth services requirements.
- Assume primary responsibility for the orientation and training of FGDM child care aides.
- Ensure the development of each staff members' skills, through the evaluation of staff and the identification of learning goals for each staff member, and imparting of knowledge of social work skills and techniques and a professional attitude towards clients and their problems
- Be responsible for the prompt assignment of cases to particular staff members, the transfer of cases from one worker to another, or to another unit and the closure of cases no longer needing Society Services
- Provide reports and analysis of statistics and other information on services as requested by the Director of Services to acceptable standards
- Recommend program changes, personnel assignments, and policy changes where indicated by service needs
- Consult with other Managers on matters pertaining to the Society
- Participate in annual evaluation of his/her performance in accord with society policy
- Carry out duties pertinent to the specific area of the unit of service administered
- Regularly review FGDM files, documentation and work of FGDM coordinators providing service to Brant CAS to see it is up to acceptable standards
- Conduct regular unit, individual and group conferences to discuss problems and social work services to help workers develop and use skills
- Ensure workers' caseloads are serviced when workers are absent

- Annually evaluate Brant CAS' FGDM coordinators' performance and make recommendations to the Director of Services
- Make recommendations to the Director of Services on hiring, promotion or discharge of staff.
- Attend management and total staff meetings
- Assist in carrying out staff training
- Represent the Society in the community when requested
- Act as a consultant to social workers in areas of special services
- Ensure that the policies and procedures of the Society are carried out and that the total Unit workload is serviced
- Approve vacation and recommend personal leave in his/her Unit within the current personnel policies
- Make supervisory decisions on the application of the terms of the Collective Agreement
- Be accessible to staff members and clients whose problems have not been satisfactorily met through the normal channels and deal with them or refer them to the Director of Services
- To keep Unit workers informed of changes in any relevant legislation, Society policies and procedures
- In his/her absence, to see that supervisory responsibilities are duly assigned and to inform the Director of Services of the assignment
- Participate actively in resource development such as soliciting grants for the society
- Any other duties that may be assigned by the Executive Director of his/her designate

RATING SYSTEM

- | | |
|---------------------------|--------------------------------------------------------|
| Needs Improvement: | Does not consistently perform to the function defined |
| Competent: | Consistently meets the function defined |
| Exceeds: | Performs tasks continually beyond the function defined |

If the defined standard does not apply, indicate by placing N/A in the rating column.

Please Note: Service is delivered to meet policies and procedures of the Society and the Ministry Standards and Guidelines.

KEY PERFORMANCE INDICATORS	RATINGS			COMMENTS (please note if N/A)
	Exceeds	Competent	Needs Improvement	
A Family Group Decision Making manager/coordinator is able to set realistic expectations about FGDM and hold social workers and staff members accountable for following policy, good practice, social work ethics and values.				PRINCIPLES: <i>“Keeper of the process, not the content”;</i> <i>Transparency</i>
A Family Group Decision Making manager/coordinator is able to create a FGDM process that promotes the physical, professional, psychological, cultural, and emotional safety and well-being of all participants in Family Group Decision Making conferences.				PRINCIPLES: <i>Safety of all;</i> <i>cultural safety; everyone has a voice</i>
A Family Group Decision Making manager/coordinator is able to motivate and inspire staff members to take strengths- based approach to service.				PRINCIPLES: <i>Transparency;</i> <i>Strengths-based</i>
A Family Group Decision Making manager/coordinator is goal-oriented toward a vision and is able to see the big picture in relation to the purpose and mission of Family Group Decision Making in the context of child welfare work.				PRINCIPLES: <i>FGDM is a process, not an event; FGDM requires a paradigm shift in child welfare</i>
A Family Group Decision Making manager/coordinator prepares all participants competently, paying attention to safety, everyone having a voice, widening the circle to include maternal and paternal family members, and no surprises in the child welfare information shared at the FGDM. This includes building relationships with children and adults across many life stages.				PRINCIPLES: <i>Preparation for everyone; Safety; Everyone has a voice; Widening the circle; Inclusion</i>

KEY PERFORMANCE INDICATORS	RATINGS			COMMENTS (please note if N/A)
	Exceeds	Competent	Needs Improvement	
A Family Group Decision Making manager/coordinator is a life-long learner and encourages others to be life-long, continuous learners.				PRINCIPLES: <i>Self-reflection; Competence</i>
A Family Group Decision Making manager/coordinator is able to develop and maintain positive, professional relationships with all FGDM participants, care providers, staff, colleagues, administrators, community members, and stakeholders.				PRINCIPLES: <i>“Fair and equitable role”; Minimize own role; Ethical practice</i>
A Family Group Decision Making manager/coordinator is able to give and receive appropriate feedback through recognition of strengths and needs of FGDM participants, staff, the community, the agency, and self, while respecting the boundaries of the FGDM coordinator role.				PRINCIPLES: <i>Preparing all participants; Maintain boundary between own role and case management role; Walk the middle of the road and not take anyone’s side</i>
A Family Group Decision Making manager/coordinator is able to develop and manage resources and all the logistical requirements of a FGDM.				PRINCIPLES: <i>“Keeper of the process, not the content”; Minimize own role through taking care of the logistical details prior to the FGDM</i>
A Family Group Decision Making manager/coordinator is knowledgeable and is able to apply/use knowledge regarding the following:				PRINCIPLES: <i>Preparation; Conference site; Respect culture of each circle</i>
FGDM Best Practices:				
Policy:				
Coordinator Role:				
SW Ethics/Values:				
Legal System:				
Laws:				
Community Culture:				
Community Resources:				
Computer Skills:				
Computer System:				

KEY PERFORMANCE INDICATORS	RATINGS			COMMENTS (please note if N/A)
	Exceeds	Competent	Needs Improvement	
A Family Group Decision Making manager/coordinator is able to teach specific FGDM skills and to model the techniques if required.				PRINCIPLES : <i>Safety planning; Mentoring; Ongoing learning</i>
A Family Group Decision Making manager/coordinator is able to promote fairness, equality, and social justice among all FGDM participants, thus encouraging optimal system functioning.				PRINCIPLES: <i>Everyone has a voice; Safety; Integrity of the process; Awareness of power imbalance; Self-reflection; Manage conflict</i>
A Family Group Decision Making manager/coordinator exhibits the following personality characteristics:				PRINCIPLES: <i>Safety for everyone in the circle; Cultural safety; Personal boundaries while forming helpful relationships; Trusted by participants</i>
Openness:				
Honesty:				
Integrity:				
Credibility:				
Fairness:				
Approachable:				
Sense of Humour:				
Flexibility:				
Non-judgmental:				
Creativity:				
Consistency:				
Team player:				
Genuineness:				
A Family Group Decision Making manager/coordinator demonstrates the following interpersonal helping skills:				PRINCIPLES: <i>Build a relationship with the circle keeping boundaries and importance of minimizing own role in mind; Trust the process</i>
Empathy:				
Trustworthiness:				
Listening Skills:				
Respectfulness:				
Supportiveness:				
Caring/Concern:				
Relationship Building:				

KEY PERFORMANCE INDICATORS	RATINGS			COMMENTS (please note if N/A)
	Exceeds	Competent	Needs Improvement	
Encouragement:				
Empowerment:				
A Family Group Decision Making manager/coordinator is aware of and sensitive to FGDM participant issues including:				<i>PRINCIPLES: Safety planning; Integrity of the process; Self reflection; Awareness of power imbalance; Keeper of the process, not the content</i>
Emotional, physical and sexual abuse				
Neglect				
Grief and Loss				
Separation and Divorce				
Violence between intimate partners				
Anger management				
Issues of poverty				
Life cycle issues				
A Family Group Decision Making manager/coordinator is able to coordinate the FGDM process effectively, including managing highly emotional or conflictual situations, while working toward minimizing own role.				<i>PRINCIPLES: Walk the middle of the road without taking anyone's side; Group leadership skills; Get out of the way so the group can do their work</i>
A Family Group Decision Making manager/coordinator is able to use effective group work leadership skills during the FGDM conference.				<i>PRINCIPLES: Model fidelity; Keeper of the process not the content; Facilitation role as needed by the group; Minimize chaos</i>
A Family Group Decision Making manager/coordinator maintains independence from the child protection mandate and makes recommendations to the Children's Aid Society of Brant about ways to support this independence.				<i>PRINCIPLES: Fair and equitable role of coordinator; Paradigm shift</i>

GOALS/ACHIEVEMENTS RELATED TO PREVIOUS REVIEW PERIOD

From _____ To _____

GOALS/ACHIEVEMENTS	COMMENTS

GOALS/NEXT STEPS

From _____ To _____

GOALS RELATED TO PERFORMANCE	ACTIONS TO BE TAKEN	DATE FOR REVIEW
1.		
2.		
3.		
4.		

GOALS RELATED TO DEVELOPMENT	ACTIONS TO BE TAKEN	DATE FOR REVIEW
1.		
2.		
3.		
4.		

Please indicate whether you receive supervision in keeping with the agency's manual on Clinical Supervision.

If so, frequency: _____ (i.e., weekly, bi-weekly or monthly)

Please indicate whether you have a signed and current (clinical) supervision agreement with your immediate Manager

EMPLOYEE SUGGESTIONS FOR ORGANIZATIONAL IMPROVEMENT:

The Director of the Department may discuss or take steps to institute the employee suggestions and/or they may be given to the Staff Planning Committee for further discussion.

The signatures and comments must be completed in the following order.

MANAGER COMMENTS:

SERVICE DIRECTOR COMMENTS:

MANAGER SIGNATURE

DATE

DIRECTOR SIGNATURE

DATE

Comments and action, if any, on Manager Suggestions for the organization (optional):

EXECUTIVE DIRECTOR SIGNATURE

DATE

RECEIVED BY HUMAN RESOURCES DEPT.

DATE

DATE OF NEXT REVIEW