

## SWCM Mentee Self-Assessment

### Self-Assessment Purpose:

- Highlight a mentee's confidence level related to the job functions of a SWCM.
- Identify future learning opportunities.
- Evaluate the effectiveness of the mentoring program.
- Compare the perceived job readiness of the mentee by the mentee, mentor, and supervisor.
- This tool is not a measurement of performance.

### Instructions:

Mentee will complete this self-assessment before completion of the mentoring program. This evaluation is meant to be discussed between the mentee, mentor, and supervisor.

<b>Worker Safety</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Taking precautions to address safety issues in various locations. Is skilled in de-escalation.	1	2	3	4	5
Comments/Observation on Rating					
<b>Cultural Competency</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Taking into account the culture of the family (ethnic, racial, religious, sexual orientation, and economic class) and serves everyone's needs with objectivity and concern. Is comfortable asking the family questions about their culture.	1	2	3	4	5
Comments/Observation on Rating					
<b>Partnering with Service Providers and Resources</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Effectively communicating with service providers by providing the appropriate amount of information and documentation. Partners with local resources to meet the needs of the family.	1	2	3	4	5
Comments/Observation on Rating					

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<b>FACS</b>	<b>Not Confident</b>	<b>Extremely Confident</b>		
Making entries and navigating in FACS.	1	2	3	4 5
Comments/Observation on Rating				
<b>JARVIS</b>	<b>Not Confident</b>	<b>Extremely Confident</b>		
Making entries and navigating in JARVIS.	1	2	3	4 5
Comments/Observation on Rating				
<b>Handoff</b>	<b>Not Confident</b>	<b>Extremely Confident</b>		
Aware of what is expected during the handoff.	1	2	3	4 5
Comments/Observation on Rating				
<b>FCS</b>	<b>Not Confident</b>	<b>Extremely Confident</b>		
Processing an FCS referral with proper documentation.	1	2	3	4 5
Comments/Observation on Rating				
<b>Engagement</b>	<b>Not Confident</b>	<b>Extremely Confident</b>		
Listening actively to each family member and solicits perspectives, using language that shows respect, trying to understand each person's view, asking questions to clarify information, focusing the discussion on the topic, recognizing and verbalizing family strengths, skills and needs.	1	2	3	4 5
Comments/Observation on Rating				

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<b>Assessment</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Asking questions to gain information from the family about safety, permanency, child well-being, strengths, academic skill preparation, as well as the five functional domains. Using the screening tool to ask MH/SA/DV questions.	1	2	3	4	5
Comments/Observation on Rating					
<b>Case Notes</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Writing complete case notes and proficiency with dictation.	1	2	3	4	5
Comments/Observation on Rating					
<b>Safety Assessment &amp; Risk Re-Assessment</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Using the safety assessment and risk re-assessment to come to a conclusion about safety. Documenting formal assessment and MH/SA/DV screening in case plan/notes.	1	2	3	4	5
Comments/Observation on Rating					
<b>Case Plan</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Writing case plan and individual and family level outcomes. Deciding when to initiate unsupervised visitation, reunification, and safe case closure.	1	2	3	4	5
Comments/Observation on Rating					
<b>Court</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Prepared to testify in court during a variety of hearings (removal adjudication, disposition, TPR etc.).	1	2	3	4	5
Comments/Observation on Rating					

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<b>Electronic Data Mgmt. System</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Navigating the EDMS system and uploading documents.	1	2	3	4	5
Comments/Observation on Rating					
<b>Solution Focused Meeting</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Participating in a SFM meeting.	1	2	3	4	5
Comments/Observation on Rating					
<b>Out of Home Placement/Removal</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Completing out of home placement/removal steps including: relative search, relative notices, paperwork related to out-of-home placement, FACS screens related to out-of-home placement, etc.	1	2	3	4	5
Comments/Observation on Rating					
<b>Foster Care</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Making a foster care referral/accessing CareMatch. Asking foster parents questions to assess for safety, stability of placement in foster care. Addressing shared parenting and when and how to provide supports to foster parents.	1	2	3	4	5
Comments/Observation on Rating					
<b>Shelter/PMIC/Q RTP Referral</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Completing shelter, PMIC, and Q RTP referrals. Making an MCM/JTPC referral at appropriate juncture. Familiar with Shelter Placement Protocol.	1	2	3	4	5
Comments/Observation on Rating					

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<b>Case Consultation</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Presenting during individual case consultation as well as during group supervision.	1	2	3	4	5
Comments/Observation on Rating					
<b>IV-E</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Completing an IPI/Change forms and uploading accompanying documents in the IV-E module of JARVIS within established timeframes. Recognizes the impact IV-E has on foster care medical eligibility and claiming.	1	2	3	4	5
Comments/Observation on Rating					