

## CPW Mentee Self-Assessment

### Self-Assessment Purpose:

- Highlight a mentee's confidence level related to the job functions of a CPW.
- 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>On call</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Understands the on-call process and knows the procedure for coverage for the assigned geographical location.	1	2	3	4	5
Comments/Observation on Rating					
<b>Preparing for the Assessment</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Competent in reviewing system information to include prior history, persons to interview and observe, need for confidential access and a list of collateral contacts.	1	2	3	4	5
Comments/Observation on Rating					
<b>Worker Safety</b>					
Taking precautions to address safety issues in various locations. Is skilled in calming and not escalating situations.	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 factors) and serves everyone's needs with objectivity and concern.	1	2	3	4	5

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Is comfortable asking the family questions about their culture.	
Comments/Observation on Rating	
<b>Assessment/Engagement</b>	<b>Not Confident</b> <b>Extremely Confident</b>
Listening actively to each family member and soliciting 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	
<b>Safety Assessment</b>	<b>Not Confident</b> <b>Extremely Confident</b>
Accurately completing safety assessments in JARVIS and applying knowledge of child development, domestic violence, substance abuse, mental health and safety constructs in safety plan decisions.	1 2 3 4 5
Comments/Observation on Rating	
<b>Risk Assessment</b>	<b>Not Confident</b> <b>Extremely Confident</b>
Accurately completing a risk assessment in JARVIS and is able to identify how the tool assists in making assessment decisions.	1 2 3 4 5
Comments/Observation on Rating	
<b>Service Referral</b>	<b>Not Confident</b> <b>Extremely Confident</b>
Knowing the services and placement options available and is able to complete the required forms.	1 2 3 4 5
Comments/Observation on Rating	

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<b>Data Systems</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Navigating the data systems used to enter abuse, service information, service payment and court information. Enters abuse, service and placement information in all the correct fields/screens.	1	2	3	4	5
Comments/Observation on Rating					
<b>Court</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Understanding the legal system and knowing the related laws. Can effectively testify in a court hearing.	1	2	3	4	5
Comments/Observation on Rating					
<b>Out of Home Placement</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Completing out-of-home placement/removal steps including: ex-parte removal order, voluntary placement agreement, relative search, relative notices, family interaction plans, IV-E, school notice, parent partner referral etc. Making a foster care referral/accessing CareMatch. Familiar with Shelter Placement Protocol.	1	2	3	4	5
Comments/Observation on Rating					
<b>Case Consultation</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Preparing and presenting a group or individual case consultation	1	2	3	4	5
Comments/Observation on Rating					
<b>Contact/Interview All Parties</b>	<b>Not Confident</b>	<b>Extremely Confident</b>			
Knowing and following the required timeframes for contact with child/family and interviews all parties or identify rationale/reason for not interviewing, such as child's developmental abilities.	1	2	3	4	5

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Comments/Observation on Rating					
<b>Hand Off</b>	<b>Not Confident</b>		<b>Extremely Confident</b>		
Completing the transfer packet to SWCM in a timely and accurate manner.	1	2	3	4	5
Comments/Observation on Rating					
<b>Child Abuse Assessment</b>	<b>Not Confident</b>		<b>Extremely Confident</b>		
Demonstrating ability to document and make accurate findings in response to actual cases.	1	2	3	4	5
Comments/Observation on Rating					
<b>Family Assessment</b>	<b>Not Confident</b>		<b>Extremely Confident</b>		
Demonstrating ability to clearly document and identify safety and risk. Accurately making recommendations regarding reassignments as a child abuse assessment. Using the family risk score to determine eligibility for information and referral or Non-Agency Voluntary Services.	1	2	3	4	5
Comments/Observation on Rating					
<b>Safety Plan and Family Preservation Services (FPS)</b>	<b>Not Confident</b>		<b>Extremely Confident</b>		
Ability to develop a Safety Plan that includes family involvement and actions needed to keep child(ren) safe. Completing FPS referral and participating in a Child Safety Conference.	1	2	3	4	5
Comments/Observation on Ratings					
<b>Child in Need of Assistance (CINA) Assessment</b>	<b>Not Confident</b>		<b>Extremely Confident</b>		
Demonstrating the ability to document and make accurate	1	2	3	4	5

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determination of whether the case meets CINA criteria.	
Comments/Observation on Rating	