

## Child Welfare Training & Workforce Development Plan 2022-23

**NOTE:** There are several tasks listed in the 2022-23 plan that are the same/similar as 2021-22. Most of these are continuous efforts or require several years to complete. Some of these tasks were delayed due to a lack of staffing. Since receiving authorization in 2021 to hire 20 new staff, the Equity, Training, and Workforce Development(ETWD) Unit has been involved in a rigorous process of gaining position approval from Position Management and Classification & Compensation units at the Department of Administrative Services, Department of Human Services, and Child Welfare levels. These processes have recently completed, and nearly all positions are currently in active recruitment.

### Objective:

Child Welfare will have a comprehensive Training and Workforce Development Program that supports the recruitment, selection, professional development, and advanced education opportunities of Child Welfare Staff and Resource Parents.

### Tasks:

#### ETWD Staffing and Organization

- Finalize organizational chart with appropriate classification, supervision levels, assignments, duties and responsibilities.
- Fill all vacancies in the following teams:
  - Training Operations Team (8)
  - Staff & Volunteer Training Team(5)
  - Resource Parent Training Team(8)
- Fully develop Teams in ETWD Unit:
  - Operations Team tasked with the development of policy, procedure, best practice, and standards for the design, development, delivery, evaluation and administration of training.
  - Staff/Volunteer Training Team is tasked with design, development, delivery, evaluation, and administration of training content intended for Child Welfare staff and volunteers.
  - Resource Parent Training Team is tasked with design, development, delivery, evaluation, and administration of training content intended for Child Welfare staff and volunteers.
  - Ensure each position has updated Position Descriptions, Orientation, Onboarding, and training.
  - Establish professional development opportunities for new and existing staff assigned to ETWD.
- Establish a new position within ETWD focused on leadership, coaching, management, and support for Office Managers, Supervisors, Program Managers, and District Managers.
- Assign a dedicated Training & Development Specialist 2(TDS2) to each program area in the Office of Child Welfare Program(OCWP) to provide technical support and consultation related to training, workforce development, and transfer of learning.

## Operations

- Establish the following Training Policies:
  - Requirements for initial, annual, and periodic training for all Child Welfare staff.
  - Standards for design, delivery, evaluation and administration of training.
  - Version control and curriculum review of training.
  - Standards for training data collection, evaluation, analysis, and reporting.
- Establish the following Procedures:
  - Finalize organizational structure and operations of Training Advisory Committee.
    - Led by Training Operations Manager.
    - Training Partner Subcommittee led by Curriculum Lead.
    - Implementation team led by Instructional Designer.
    - Continue to refine process to request new/updated training content.
    - Provide technical support and coaching for project proposals requesting training deliverables.
  - Storage and maintenance of training library.
  - Procurement procedures for purchasing, contracts, grants, and other solicitations.
  - Standard template for Curriculum developed and delivered within Child Welfare.
- Implement a Communications Strategy that includes
  - Marketing upcoming trainings.
  - Messaging training requirements.
  - Feedback loop for staff, resource parents, and community related to effectiveness of training.
  - Incorporating community voice into training & workforce development projects.
- Evaluate workforce development technology and identify solutions related to
  - Maximize functionality of Learning Management System to ensure child welfare staff are able to communicate, register, attend, complete, track, and report training.
  - Identify classroom software designed specifically for virtual training/educational delivery.
  - Explore technological solutions for training development and delivery including smart phone applications, computer software, and devices that provide audio, video, virtual, and other experiences that support skill and competency development.

## Content

- Review current pre-service training:
  - Essential Elements of Child Welfare Practice
    - Transfer of learning tools developed to support Essential Elements.
  - Social Services Assistant Training
  - Supervising for Success
  - Computer-Based Trainings

- Update the following content:
  - Indian Child Welfare Act(ICWA) Computer-Based Training
  - Consolidate OR-KIDS reference materials and develop 3-5 minute video microlearnings.
  - Orientation to Child Welfare
  - On-Ramp transfer of learning tool
  
- Develop and/or Implement new content:
  - Oregon Indian Child Welfare Act(ORICWA)
  - Motivational Interviewing
  - Coaching
  - Structured Decision Making
  - Worker Safety
  - De-escalation and Non-Violent Crisis Intervention
  - Bespoke pre-service training plans for positions currently using a generic plan.
  - Transfer of learning materials for Casework, Management, and Support staff.
  - Recruitment & Selection of CW staff

### **Continuing Education**

- Revamp Child Welfare Education Program(CWEP)
  - Review eligibility requirements for BSW/MSW applicants employed by Child Welfare or applying as recruits.
  - Establish a formalized internship program at ODHS to afford BSW/MSW students internal internship opportunities.
  - Explore other degree paths within the Child Welfare Education Program.
  - Explore the possibility of providing stipends for students at other Universities.

Kim Lorz  
(He/Him/His)  
Training & Workforce Development Manager  
Oregon Department of Human Services  
Child Welfare Equity, Training & Workforce Development Unit  
Cell: 971-718-6183  
[Child Welfare Training OWL](#)