

**VT Department for Children and Families
Family Services Division
Foundations for Vermont Child Welfare and Youth Justice
Casework Practice
New Social Worker Training Program**

Social Worker Name: _____

Date of Hire: _____

District Office: _____

Supervisor: _____

Approval for Caseload Assignment

Upon completion of the New Employee Training Checklist and signatures from the roles listed below, cases may be assigned to social workers. An optional meeting between the social worker, Supervisor and Child Welfare Training Partnership Training Coordinator may occur any time prior to the 6-month performance evaluation meeting to discuss the new employee's experience with the onboarding process and to develop an Individualized Learning Plan for continued professional growth and development. It is required that the Social Worker's Supervisor accompany the new worker on their first assessment/family visits assuming the role of observer and assisting the social worker as needed. This of course does not prevent additional job shadowing/observations in the field from taking place.

Social Worker Signature

Date

Supervisor Signature

Date

District Director Signature

Date

Vermont Child Welfare Training Partnership – Training Coordinator*

Date

Operations Manager Signature

Date

**Signatures provided by VT-CWTP Training Coordinators indicate verification of completion of classroom and online training requirements as well as review of the requirements within the Field Application Checklist when requested.*

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Training Requirements Completion Checklist

Foundations – Online

- FSD New Employee Orientation*
- Child and Adolescent Development*
- Case Documentation*
- Self-Care and Secondary Traumatic Stress*
- Introduction to Youth Assessment Screening Instrument*
- Substance Abuse for the Child Welfare Professional*
- Permanency in Child Welfare & Youth Justice*

Foundations – Classroom

- Week 1*
- Week 2*
- Week 3*
- Week 4*
- Week 5*
- Week 6*

Agency Requirements and Orientation Sessions

- AHS Employee Orientation – Classroom
- DCF New Employee Orientation – Classroom
- Protecting Vermont's Children: Reporting Child Abuse and Neglect – Online
- HIPAA – Online
- Introduction to Domestic Violence – Online

Field Application Checklist

Six Month Performance Evaluation

Date completed: _____