

Family Support Network Staff Training Requirements

Effective July, 2016

ALL STAFF (training required for all staff as indicated and recommended for any other staff)

- All full-time (30+ hours/week) FSC staff and all EHS staff will complete the 2 day Family Support Network Orientation within 6 months of hire.
- All full-time staff will attend the fall and spring Conferences, if offered.
- All staff who work 15+ hours per week will complete annual training or have current certification in:
 - ✓ CPR**
 - ✓ First Aid**
 - ✓ Universal Precautions**
 - ✓ Child Abuse and Neglect**
- All staff who transport participants, under insurance provided by the Center or Sponsoring Agency, will complete basic car seat safety training within 12 months of hire and at least every 5 years thereafter.**

CHILD DEVELOPMENT STAFF

- All child development staff (full- and part-time) must complete annual training or have current certification in:
 - ✓ CPR**
 - ✓ First Aid**
 - ✓ Universal Precautions**
 - ✓ Child Abuse and Neglect**
- All EHS and all full-time FSC child development staff will complete the following within 6 months of hire:
 - ✓ Caring for Infants and Toddlers in our FSC/EHS Center – 1 day
 - ✓ Understanding and Using the ASQ-3/ASQ:SE** (through on-site training and mentoring)
- And the following within 1 year of hire:
 - ✓ Early Childhood Best Practices (ECBP), including Observations with Young Children – 4 days
 - ✓ Language and Literacy Development in Young Children – 1.5 - 2 hours
 - ✓ Children's Mental Health – 1.5 - 2 hours
- CD Specialists only will complete the following within 1 year of hire:
 - ✓ Supervision of the Child Development Program – 4 hours (2 in training, 2 in application)
 - ✓ ASQ-3/ASQ:SE Training of Trainers – 2 - 3 hours

DIRECTORS

- All directors will complete the following within 6 months of hire:
 - ✓ Process of Service Coordination and Goal Setting using the Life Skills Progression – 1 day

HOME VISITORS

- All home visitors will complete the following within 6 months of hire:
 - ✓ Process of Service Coordination and Goal Setting using the Life Skills Progression – 1 day
 - ✓ Observations with Young Children♦ – 1.5 - 2 hours
 - ✓ Understanding and Using the ASQ-3/ASQ:SE♦** (through on-site training and mentoring)
- And the following within 1 year of hire:
 - ✓ Adult Mental Health: Signs, Symptoms and Procedures – 1.5 - 2 hours
 - ✓ Language and Literacy Development in Young Children – 1.5 - 2 hours
 - ✓ Children's Mental Health – 1.5 - 2 hours
 - ✓ Parents as Teachers♦**- both Foundational & Model Implementation training

SERVICE COORDINATORS

- All service coordinators will complete the following within 6 months of hire:
 - ✓ Process of Service Coordination and Goal Setting using the Life Skills Progression – 1 day
- And the following within 1 year of hire:
 - ✓ Adult Mental Health: Signs, Symptoms and Procedures – 1.5 - 2 hours
- EHS Family Service Coordinators will complete the following within 1 year of hire:
 - ✓ Parents as Teachers♦**- both Foundational & Model Implementation training
 - ✓ ASQ-3/ASQ:SE Training of Trainers♦ – 2 - 3 hours

DATA ENTRY STAFF

- Staff doing data entry will complete the following within 1 year of hire:
 - ✓ PROMIS Data Entry and Reports Training – 6 hours
 - ✓ Each Center doing data entry must have 3 staff trained in the most recent version of PROMIS at all times.

VAN/BUS DRIVERS

- All van drivers will complete annual training or have current certification (to be monitored by PC) in:
 - ✓ CPR**
 - ✓ First Aid**
 - ✓ Universal Precautions**
 - ✓ Child Abuse and Neglect**
 - ✓ Car Seat Safety -The Basic Course (every 2 years)**
 - ✓ Child Safety Seat Installation (every 2 years)**

** Items marked with a double asterisk are not offered as part of regularly scheduled MFN Family Support Network training.

♦ EHS Home Visitors/FSCs from Weinberg, PACT, and Dayspring are not required to complete this training.

Staff whose position includes the duties of more than one job category need to complete requirements for both.

Part-time staff attending a training activity will participate in those workshops which are required for their position.