

Examples of Acceptable Documentation

Signed employment application at the current work site that includes previous work history; OR

A letter from a previous employer or supervisor that documents the required experience on form below.

Documentation should demonstrate skills and competencies in four areas:

1. Communication skills in interviewing, negotiating and mediating and providing informal support
2. Problem Solving finding and utilizing services and resources, resolving conflicts, integrating services using formal and informal channels, and enabling families to use problem-solving
3. Organizing by maintaining accurate data collection and resource information, exhibiting flexibility in scheduling, and developing plans
4. Collaboration and leadership through decision-making skills, and establishing collaborative relationships with service providers

Department for Public Health First Steps Program

_____ has requested approval from the Department for Public Health to provide Service Coordination services. Requirements for approval include documentation of his/her skills and competencies listed below while working with children. You are requested by the above named person to provide documentation on this form. Please answer the questions below, sign, and return this form to: Jackie Neal, First Steps Program, 275 East Main Street HS2W-C, Frankfort, KY 40621.

What age children did the above named person work with?

_____ How long or what dates did you supervise the above named person in this position? _____

How did the above named person demonstrate communication skills in interviewing, negotiating and mediating, and providing informal support?

How did the above named person demonstrate problem-solving (finding and utilizing services and resources, resolving conflicts, integrating services using formal and informal channels, and enabling families to use problem-solving)?

Did the above named person demonstrate skills in organization? _____ If so, did they maintain accurate data collection and resource information, exhibiting flexibility in scheduling, and developing plans? Please elaborate. _____

How did the above named person demonstrate collaboration and leadership through decision-making skills, and establishing collaborative relationship with service providers?

Signature

Title

Name
(Please print)

Phone number
(including area code)