***SWMCC Tool\_Supervisors***

**Assessment Tool on the Accreditation of Social Workers**

**Managing Court Cases (For Supervising Social Workers)**

 Date: ­­­­­­­­­ \_\_\_\_\_

Field Office:

NAME:

ADDRESS:

NAME AND ADDRESS OF AGENCY

E-mail address :

Contact No.: Telephone Mobile Phone

STATUS OF ACCREDITATION

 🞎 New 🞎 Renewal

| **Variables/Indicators** | **Compliance** | **Documents Presented** | **Remarks** |
| --- | --- | --- | --- |
| **Y** | **N** | **N/A** |
| 1. **Documentary Requirements**
 |  |  |  |  |  |
| **A. New Applicant** |
| 1. Valid Professional Regulations Commission Registration ID Card
 |  |  |  |  |  |
| 1. Certificate of attendance to basic course training (at least 32 hours) on the management of court cases from DSWD or its partner agencies conducting training along SWD learning network
 |  |  |  |  |  |
| 1. Summary documentation of two (2) cases managed
 |  |  |  |  |  |
| 1. Technical supervisory notes of two (2) supervisees as proof of providing technical assistance
 |  |  |  |  |  |
| 1. Availability of documents on cases handled
	1. Case study reports
 |  |  |  |  |  |
| * 1. Progress/running notes
 |  |  |  |  |  |
| * 1. Case summaries
 |  |  |  |  |  |
| * 1. Case conference proceedings/ notes
 |  |  |  |  |  |
| * 1. Court order/decisions
 |  |  |  |  |  |
| **B. Renewal** |  |  |  |  |  |
| 1. Certificate of attendance to relevant trainings attended or refresher courses of at least 24 hours given by DSWD or its recognized training institutions for the past three (3) years
2. Summary documentation of cases managed for the last six (6) months
3. Recommendation from the Head Social Worker attesting to the competence of the supervisor in managing court cases
4. Availability of technical supervisory notes of 2 supervisees as proof of providing technical assistance based on the following documents:
	* Case study reports
	* Progress/running and marginal notes
	* Case summaries
	* Case conferences proceedings/ notes
 |  |  |  |  |  |
| 1. **Knowledge**
 |
| 1. Case Management\*
 |  |  |  |  |  |
| 1. Presenting problem clearly stated
 |  |  |  |  |  |
| 1. Diagnosis/assessment based on problem stated
 |  |  |  |  |  |
| 1. Activities conducted in accordance with the treatment plan
 |  |  |  |  |  |
| 1. Monitors client’s progress/ status of case
 |  |  |  |  |  |
| 1. Termination
 |  |  |  |  |  |
| 1. Involvement in a referral network and/or agency protocol in the rescue and protection of clients
 |  |  |  |  |  |
| 1. Case Documentation
 |  |  |  |  |  |
| 1. Duly Accomplished intake sheet
 |  |  |  |  |  |
| 1. Social Case Study Report
 |  |  |  |  |  |
| 1. Progress report/process recordings
 |  |  |  |  |  |
| 1. Minutes/proceeding of case conferences conducted/attended with the helping team
 |  |  |  |  |  |
| 1. Transfer/closing summary
 |  |  |  |  |  |
| \* References are the case studies and supervisory notes of the applicant |
| 1. Supervision
 |  |  |  |  |  |
| 1. Reports/notes in conducting supervision to supervisees in the performance of their duties
2. Assigns workload to ensure equitable and proper distribution of work
 |  |  |  |  |  |
| 1. **TRAININGS/SEMINARS ATTENDED**
 |
| **A. Basic Training of New Applicant** |  |  |  |  |  |
| 1. Case Management
 |  |  |  |  |  |
| 1. Basic psycho-social counseling techniques
 |  |  |  |  |  |
| 1. Seminar on Criminal Justice System
 |  |  |  |  |  |
| 1. Knowledge on laws and policies:
 |  |  |  |  |  |
| * 1. PD 603 Child and Youth Welfare Code
 |  |  |  |  |  |
| * 1. RA 7610 Special Protection of Filipino Children
 |  |  |  |  |  |
| * 1. RA 9262 Anti-Violence Against Women and Children
 |  |  |  |  |  |
| * 1. RA 9208 Anti-Trafficking in Persons Act of 2003
 |  |  |  |  |  |
| * 1. RA 9344 Juvenile Justice Welfare Act
 |  |  |  |  |  |
| * 1. RA 8552 Domestic Adoption Act of 1998
 |  |  |  |  |  |
| * 1. RA No, 8043 Inter-Country Adoption Law
 |  |  |  |  |  |
| * 1. RA 8972 Solo Parent Welfare Act
 |  |  |  |  |  |
| * 1. RA 6425 Dangerous Drugs Act
 |  |  |  |  |  |
| 1. Para Legal Training/Court Protocol
 |  |  |  |  |  |
| 1. Orientation on Supreme Court Rules on Examination of Child Abuses
 |  |  |  |  |  |
| 1. Seminar on Laws and Procedure on Child Custody
 |  |  |  |  |  |
| 1. Techniques on Family Counseling
 |  |  |  |  |  |
| 1. Drugs and its Effects on Drug Dependents and Families
 |  |  |  |  |  |
| 1. Adolescent Sexuality: Physical, Psychological and Emotional
 |  |  |  |  |  |
| **B. Refresher Course for Renewal** |  |  |  |  |  |
| 1. Trauma and crisis management (stress debriefing techniques)
 |  |  |  |  |  |
| 1. Forensic social work
 |  |  |  |  |  |
| 1. Gender and development
 |  |  |  |  |  |
| 1. Introduction to Family system therapy
 |  |  |  |  |  |
| 1. Marriage counseling
 |  |  |  |  |  |
| 1. Seminar on motivational addiction
 |  |  |  |  |  |
| 1. Therapeutic counseling
 |  |  |  |  |  |
| 1. Creative art therapy
 |  |  |  |  |  |
| 1. Handling of children with disabilities
 |  |  |  |  |  |
| 1. Intervention and treatment for recovery and healing of sexually abused children
 |  |  |  |  |  |
| 1. Updates on newly enacted laws relative to the care and protection of women, youth and children and family
 |  |  |  |  |  |
| 1. Rehabilitation of perpetrators
 |  |  |  |  |  |
| 1. Seminar workshop on strengthening barangay justice system
 |  |  |  |  |  |
| 1. Mediation
 |  |  |  |  |  |
| * 1. **Attitude**
 |  |  |  |  |  |
| 1. Shows interest to assist supervisees in helping client’s needs and welfare
 |  |  |  |  |  |
| 1. Facilitative in providing relevant information on issues/problems affecting the client and/or other available resources needed by them
 |  |  |  |  |  |
| 1. Promotes and maintains good working relationship with his/her supervisees
 |  |  |  |  |  |
| 1. Maintains cooperative and harmonious relationship with other public and private agencies in promoting social welfare and development programs in the community
 |  |  |  |  |  |
| 1. Conducts regular supervisory conferences and provides other forms of technical assistance for staff/supervisees development as well as for effective program implementation
 |  |  |  |  |  |

**Assessment:**

**Recommendations:**

Assessed/Reviewed by:

 Signature Over Printed Name

 Designation

 Date