

PART II: TECHNICAL COMPETENCIES

PLEASE NOTE:

- Discipline above a Written Reprimand during this review period results in a rating of “1” for the competency(ies)
- A rating of “3” or above indicates the team member consistently demonstrates as described. If the team member does not perform as part of their duties an NA is acceptable.

A. PROFICIENCY IN CLIENT INTERVENTION SKILLS:	RATING:	
<ul style="list-style-type: none"> • Follows motivational interviewing protocols. • Uses crisis intervention skills and anticipates/prevents crises. • Ability to resolve client issues to help them achieve success 		
SPECIFIC EXAMPLES:		

B. PROFICIENCY IN DOCUMENTATION / ADMINISTRATION SKILLS:	RATING:	
<ul style="list-style-type: none"> • Utilizes technology (access or other database) appropriately. • Completes charting and other documents accurately and timely. • Assures documentation meets contractual/regulatory requirements. • Maintains workflow; prioritizes tasks appropriately and uses time efficiently. 		
SPECIFIC EXAMPLES:		

C. EDUCATION/TRAINING AND SELF DEVELOPMENT:	RATING:	
<ul style="list-style-type: none"> • Training log reflects the requirements for position have been met. • Demonstrates knowledge of training attended. 		
SPECIFIC EXAMPLES:		

D. ASSESSMENT OF NEEDS:	RATING:	
<ul style="list-style-type: none"> • Provide continuous assessment for clients needs AOD, MH, and Education. ECT. 		
SPECIFIC EXAMPLES:		

E. PROFICIENCY IN COMMUNITY CASE MANAGEMENT:	RATING:	
<ul style="list-style-type: none"> • Utilizes case management to provide community based support. • Monitors and facilitates clients connection to community resources. 		
SPECIFIC EXAMPLES:		

F. PROFICIENCY IN CLIENT FUNDS COLLECTION:	RATING:	
<ul style="list-style-type: none"> • Works with client to make sure all court fees are paid . 		
SPECIFIC EXAMPLES:		

G. PROFICIENCY IN CLIENT MONITORING:	RATING:	
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- Understands and performs client hook up and removal of all types of equipment.
- Follows policy regarding alerts to provide for community safety.
- Notifies appropriate staff of alerts.
- Understands issues and follows up timely on work release clients

SPECIFIC EXAMPLES:

F. PROFICIENCY IN FIELD MONITORING OF CLIENT

RATING:

- Understands and follows all safety policies for field monitoring.
- Utilizes field monitoring as a way to effectively monitor clients.
- Is professional and discrete when performing field monitoring.
- Performs minimum required field monitoring (home and/or work)

SPECIFIC EXAMPLES:

PART III OUTCOMES

There should be 3 – 5 important primary position responsibilities with accompanying outcome goals and measures for each.

	JOB RESPONSIBILITIES GOALS/OBJECTIVES/MEASUREMENT	Yes/No	RATING
1	Officer will evaluate and report to supervisor all negative terminations with recommendations by the 10 th of each month.		
2	Officer will be in compliance with paper standards at a rate of 95% or above. Based on random audit (3 files per month) to be measured using a standardized audit form.		
3	Officer will complete database documentation in full and maintain 95% of the time		
4	Officer's % of unsuccessful terminations for the year.		
5	Officer completes interview, hook up or removal in timely manner.		

EMPLOYEE STATEMENT (What have you personally done to improve your job, your department and or the court.):

SUMMARY STATEMENT (Overall performance summary. Justify summary ratings below) Include development needs and strengths:

Employee Comment (Optional)

PERFORMANCE RATING SCORE:

Employee Signature

Date discussed with Employee

Supervisor's Signature/Manager's Signature

Date

Court Administrator

Date
