

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		
I. Documentary Requirements					
A. New Applicant					
a. Valid Professional Regulations Commission Registration ID Card					
b. 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					
c. Summary documentation of two (2) cases managed					
d. Technical supervisory notes of two (2) supervisees as proof of providing technical assistance					
e. Availability of documents on cases handled					

Variables/Indicators	Compliance			Documents Presented	Remarks
	Y	N	N/A		
e.1. Case study reports					
e.2. Progress/running notes					
e.3. Case summaries					
e.4. Case conference proceedings/ notes					
e.5. Court order/decisions					
B. Renewal					
a. 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 b. Summary documentation of cases managed for the last six (6) months c. Recommendation from the Head Social Worker attesting to the competence of the supervisor in managing court cases d. Availability of technical supervisory notes of 2 supervisees as proof of providing technical assistance based on the following documents: <ul style="list-style-type: none"> ➤ Case study reports ➤ Progress/running and marginal notes ➤ Case summaries ➤ Case conferences proceedings/ notes 					
II. Knowledge					
1. Case Management*					
a. Presenting problem clearly stated					
b. Diagnosis/assessment based on problem stated					
c. Activities conducted in accordance with the treatment plan					
d. Monitors client's progress/ status of case					
e. Termination					
2. Involvement in a referral network and/or agency protocol in the rescue and protection of clients					
3. Case Documentation					
a. Duly Accomplished intake sheet					
b. Social Case Study Report					
c. Progress report/process recordings					

Variables/Indicators	Compliance			Documents Presented	Remarks
	Y	N	N/A		
d. Minutes/proceeding of case conferences conducted/attended with the helping team					
e. Transfer/closing summary					
* References are the case studies and supervisory notes of the applicant					
4. Supervision					
a. Reports/notes in conducting supervision to supervisees in the performance of their duties					
b. Assigns workload to ensure equitable and proper distribution of work					
III. TRAININGS/SEMINARS ATTENDED					
A. Basic Training of New Applicant					
1. Case Management					
2. Basic psycho-social counseling techniques					
3. Seminar on Criminal Justice System					
4. Knowledge on laws and policies:					
4.1. PD 603 Child and Youth Welfare Code					
4.2. RA 7610 Special Protection of Filipino Children					
4.3. RA 9262 Anti-Violence Against Women and Children					
4.4. RA 9208 Anti-Trafficking in Persons Act of 2003					
4.5. RA 9344 Juvenile Justice Welfare Act					
4.6. RA 8552 Domestic Adoption Act of 1998					
4.7. RA No, 8043 Inter-Country Adoption Law					
4.8. RA 8972 Solo Parent Welfare Act					
4.9. RA 6425 Dangerous Drugs Act					
5. Para Legal Training/Court Protocol					
6. Orientation on Supreme Court Rules on Examination of Child Abuses					
7. Seminar on Laws and Procedure on Child Custody					
8. Techniques on Family Counseling					
9. Drugs and its Effects on Drug Dependents and Families					
10. Adolescent Sexuality: Physical, Psychological and Emotional					
B. Refresher Course for Renewal					
1. Trauma and crisis management (stress debriefing techniques)					

Variables/Indicators	Compliance			Documents Presented	Remarks
	Y	N	N/A		
2.Forensic social work					
3.Gender and development					
4.Introduction to Family system therapy					
5.Marriage counseling					
6.Seminar on motivational addiction					
7.Therapeutic counseling					
8.Creative art therapy					
9.Handling of children with disabilities					
10. Intervention and treatment for recovery and healing of sexually abused children					
11. Updates on newly enacted laws relative to the care and protection of women, youth and children and family					
12. Rehabilitation of perpetrators					
13. Seminar workshop on strengthening barangay justice system					
14. Mediation					
IV. ATTITUDE					
1. Shows interest to assist supervisees in helping client's needs and welfare					
2. Facilitative in providing relevant information on issues/problems affecting the client and/or other available resources needed by them					
3. Promotes and maintains good working relationship with his/her supervisees					
4. Maintains cooperative and harmonious relationship with other public and private agencies in promoting social welfare and development programs in the community					
5. 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