


SUPERVISION – DCP SA Final Record

Employee Name:		S & S Coordinator's Name:	Peter Norton	Date:	Click or tap to enter a date.
Support & Supervision (for new onboarded staff) <p>Is a requirement of the role and an expectation set by the department, if these requirements are not met then we will not be able to allocate shifts for you just like not having your WWC check or First Aid. Regular and ongoing supervision will occur approximately every 8 weeks and generally last for 45mins to an hour, these sessions will be held via Microsoft Teams and are written up and a copy is provided to the Service Coordinators and Service Delivery Manager for any follow up actions. During this time, we spend time to get to know you better and exchange positive or constructive feedback and discuss also discuss Edmen practice standards and the legislation as required. Firstly, let's hear about yourself, then I will give a brief overview of my background in relation to my role as the Support and Supervision coordinator. By the end of today's supervision, you will know what to expect from these sessions moving forward.</p> <p>Can you please confirm.</p> <ul style="list-style-type: none"> • you are currently not on shift/working, • In a public space or setting, • Driving or a passenger in a vehicle. 					
Ice breaker (For new onboarded YW)		<input type="checkbox"/> N/A – Existing Staff Welcome to the Edmen team. What attracted you to the role as a YW? <ul style="list-style-type: none"> • Do you have any previous experience in Youth Work? Yes <input type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> • 			
Previous supervision actions?		NA <input type="checkbox"/> First time supervision session. No previous actions <input type="checkbox"/>			

SUPERVISION – DCP SA Final Record

	<p>Actions completed <input type="checkbox"/></p> <ul style="list-style-type: none"> • • • <p>Carried forward from previous supervision <input type="checkbox"/></p> <ul style="list-style-type: none"> • •
<p>What are your work or personal achievements since your last supervision session. (or starting with Edmen, for new YW)</p>	<ul style="list-style-type: none"> •
<p>Have there been any incidents you wish to debrief on?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Brief overview.</p> <ul style="list-style-type: none"> • <p>If you had to face the situation again, would you do anything differently? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <ul style="list-style-type: none"> • <p>What support did you receive?</p> <ul style="list-style-type: none"> • <p>Does the Support and Supervision coordinator feel follow-up support may be needed?</p> <p>EAP Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Wellness check-up Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Telephone call Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SUPERVISION – DCP SA Final Record

	<p>Additional supervision session Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, has this been booked in? Click or tap to enter a date. Time:</p>
Are there any challenges you are currently facing	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Brief overview.</p> <ul style="list-style-type: none"> •
Administration	<p>Do you have an Edmen ID card? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Reason for replacement.</p> <ul style="list-style-type: none"> • <p>Youth worker was reminded to carry their ID card on their person whilst working.</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Correct Address on Sirenum Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, remind YW to email their COA the Edmen rostering team.</p> <p>E-Logging expectations: Remind staff when E-Logging they must use their legal name.</p> <ul style="list-style-type: none"> • E-logging is a legal document and may be used in a court of law. • During a legal process, the YW will need to be known by their legal name, not by a preferred name. • Using legal name will ensure consistency across all formal documents. • There may be legal implications if a legal name is not used in formal documents. • Using your legal name will avoid any confusion or issues for any matter presented. • Use of legal name will assist the department seniors to identify the person who was on shift for payroll purposes. <p> Confirm the YW using their legal name: Yes <input type="checkbox"/> No <input type="checkbox"/></p>

SUPERVISION – DCP SA Final Record

	<ul style="list-style-type: none"> ✚ Confirm the YW makes sure the placement vehicle keys are locked away when not in use: Yes <input type="checkbox"/> No <input type="checkbox"/> ✚ (only for their next supervision session) YW understands if they arrive late to shift, they are legally required to sign in using their actual start time not the shift start time: Yes <input type="checkbox"/> No <input type="checkbox"/> ✚ YW to also be reminded they need to also advise Edmen Rostering of their actual start time: Yes <input type="checkbox"/> No <input type="checkbox"/> <p>Other.</p> <ul style="list-style-type: none"> •
Support	<p>Do you get the support you need through DCP? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How?</p> <ul style="list-style-type: none"> • <p>Do you get the support you need through Edmen? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How?</p> <ul style="list-style-type: none"> • <p>Self-reflection - Is there anything you feel you can do better as a Youth Worker? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How?</p> <ul style="list-style-type: none"> •
Wellbeing	<p>How do you practice self-care away from work? Focus on avoiding burnout and fatigue.</p> <ul style="list-style-type: none"> • <p>After a challenging shift, what do you do to switch off or transition out from work?</p> <ul style="list-style-type: none"> •

SUPERVISION – DCP SA Final Record

	<p>How do you identify burnout or fatigue for yourself?</p> <ul style="list-style-type: none"> •
Education	<p>How do you support Cultural Safety in placements for Aboriginal Young People? (YW to consider respectful language and communication, how to support the YP culturally, Respect the culture and through diversity).</p> <ul style="list-style-type: none"> • <p>Is there anything you wish to bring up or discuss today? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, what?</p> <ul style="list-style-type: none"> • <p>Are there any compliance requirements coming up in the next 3 months? If so, list below as actions. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Action – Select Action.</p> <p>Due in: Select Month.</p> <p>Action – Select Action.</p> <p>Due in: Select Month.</p> <p>Action – Select Action.</p> <p>Due in: Select Month.</p> <p>Action – Select Action.</p> <p>Due in: Select Month.</p> <p>Any actions in general from today's supervision?</p> <p>Action -</p> <p>Action -</p> <p>Action -</p>

SUPERVISION ACTION/FOLLOW UP RECORD

Employee Name:		Supervisor Name:		Supervision Date	
-----------------------	--	-------------------------	--	-------------------------	--

Item	Action/Follow Up	By Whom	Date