

**MENTAL HEALTH WORKER
Training Needs Assessment Evaluation Form**

Personal/Position Information

Name: _____

Period Covered: _____

Position: _____

Reviewed by: _____

Title: _____

Position Start Date: _____

Community: _____

Region: _____

MENTAL HEALTH WORKER Training Needs Assessment Evaluation Form

Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided

2 – Needs improvement - employee can complete the task or perform the function with considerable assistance

3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance

4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance

5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

1 – Competency has little significant to the position

2 – Competency has minor significance to the position

3 – Competency is important to the position

4 – Competency has major significance to the position

5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

MENTAL HEALTH WORKER

Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																													
Mental Health Counselling and Support	Provide mental health services	Answer phone calls and inquiries concerning available programs and	Provide a safe and welcome environment for people to visit	Provide counselling to individuals about mental health and mental health issues	Provide counselling to families about mental health and mental health issues	Make hone visits as requested	Accept referrals from individuals, families and agencies in the community	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5						
		P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5	P	S	5									
Community Education and Support	Provide community education, support and activities	Provide group counselling, as requested	Maintain strict confidentiality																												
		P	S	5	P	S	5	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4			
		Develop on the land and traditional healing programs	Participate in youth programs	Organize special events including dances and feasts	Provide community education and support programs	Access and collect relevant information and resources	Distribute relevant information	P	S	5	P	S	5	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4
		Make visits and presentations to various community groups	Access or develop promotional materials and information																												
		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4	P	S	4

MENTAL HEALTH WORKER

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Treatment Referrals	Provide treatment referrals	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Assist individuals to identify their need for treatment programs</td> <td style="width: 16.6%;">Liaise with treatment programs</td> <td style="width: 16.6%;">Assist clients to meet all requirements</td> <td style="width: 16.6%;">Access funding for treatment programs</td> <td style="width: 16.6%;">Evaluate the effectiveness of treatment programs</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P</td><td>S</td><td>5</td> <td>P</td><td>S</td><td>5</td> <td>P</td><td>S</td><td>5</td> <td>P</td><td>S</td><td>5</td> <td>P</td><td>S</td><td>4</td> <td></td><td></td><td></td><td></td> </tr> </table>	Assist individuals to identify their need for treatment programs	Liaise with treatment programs	Assist clients to meet all requirements	Access funding for treatment programs	Evaluate the effectiveness of treatment programs		P	S	5	P	S	5	P	S	5	P	S	5	P	S	4							
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P	S	5	P	S	5	P	S	5	P	S	5	P	S	4																
Collaboration	Collaborate with community agencies	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Ensure ongoing contact with community groups</td> <td style="width: 16.6%;">Participate on interagency working committees</td> <td style="width: 16.6%;">Conduct case conferencing with other agencies</td> <td style="width: 16.6%;">Provide education by presentations and workshops, as requested</td> <td style="width: 16.6%;">Lobby community groups for programs and support</td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td></td><td></td><td></td><td></td> </tr> </table>	Ensure ongoing contact with community groups	Participate on interagency working committees	Conduct case conferencing with other agencies	Provide education by presentations and workshops, as requested	Lobby community groups for programs and support		P	S	4	P	S	4	P	S	4	P	S	4	P	S	4							
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P	S	4	P	S	4	P	S	4	P	S	4	P	S	4																
Administration	Administer mental health programs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare proposals for program funding</td> <td style="width: 16.6%;">Maintain confidential written records</td> <td style="width: 16.6%;">Create and maintain current and accurate records of clients served</td> <td style="width: 16.6%;">Create and maintain notes about community contacts, presentations and workshops</td> <td style="width: 16.6%;">Maintain notes about suggestions for future presentations and programs</td> <td style="width: 16.6%;">Maintain a resource library of information</td> </tr> <tr> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>5</td> <td>P</td><td>S</td><td>5</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td>P</td><td>S</td><td>4</td> <td></td><td></td><td></td><td></td> </tr> </table>	Prepare proposals for program funding	Maintain confidential written records	Create and maintain current and accurate records of clients served	Create and maintain notes about community contacts, presentations and workshops	Maintain notes about suggestions for future presentations and programs	Maintain a resource library of information	P	S	4	P	S	5	P	S	5	P	S	4	P	S	4	P	S	4				
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Legislation	Ensure Compliance	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures		
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5		
Administration	Provide Information Management	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council			
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4			
	Schedule Work	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks			
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4			
Technical Skills	Possess Computer Skills	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software programs	Operate e-mail and internet	Use presentation programs
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3
Communication	Use effective communication	Read and comprehend business documents	Write clearly and concisely	Practice good listening skills	Speak effectively	Maintain good employee relations	
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
Professionalism	Demonstrate good work habits	Manage stress	Take direction	Be self-motivated	Be dependable	Maintain confidentiality	Make effective decisions
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4

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Professionalism	Demonstrate good work habits	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Manage time</td> <td style="width: 16.6%;">Perform related duties</td> <td style="width: 16.6%;">Be punctual</td> <td style="width: 16.6%;">Be flexible</td> <td style="width: 16.6%;">Be organized</td> <td style="width: 16.6%;">Work with minimal supervision</td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> </tr> </table>	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision								
	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5								
	Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Meet deadlines</td> <td style="width: 16.6%;">Use analytical skills</td> <td style="width: 16.6%;">Be responsible</td> <td style="width: 16.6%;">Be a team player</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 5</td> <td></td> <td></td> </tr> </table>	Meet deadlines	Use analytical skills	Be responsible	Be a team player			P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5		
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	Demonstrate positive personal attributes and ethical behaviour	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Maintain a positive attitude</td> <td style="width: 16.6%;">Be honest</td> <td style="width: 16.6%;">Possess a sense of humour</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> 4 S <input type="checkbox"/> 4</td> <td></td> <td></td> <td></td> </tr> </table>	Maintain a positive attitude	Be honest	Possess a sense of humour				P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 4			
	Maintain a positive attitude	Be honest	Possess a sense of humour											
	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 4											
Respect self and others	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Display tact</td> <td style="width: 16.6%;">Cooperate with others</td> <td style="width: 16.6%;">Respond positively to others</td> <td style="width: 16.6%;">Be courteous</td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> <tr> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 5</td> <td>P <input type="checkbox"/> S <input type="checkbox"/> 4</td> <td></td> <td></td> </tr> </table>	Display tact	Cooperate with others	Respond positively to others	Be courteous			P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4			
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**MENTAL HEALTH WORKER
Training Needs Assessment Evaluation Form**

Comments:

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

**MENTAL HEALTH WORKER
Training Needs Assessment Evaluation Form**

3. Employee Goals And Objectives

4. Career Goals

MENTAL HEALTH WORKER Training Needs Assessment Evaluation Form

5. Recommended Training

6. Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: