

**STAFF CORE COMPETENCY OBSERVATION TOOL**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

DSP please initial indicating this was reviewed: \_\_\_\_\_

Goal 1: Putting People First	Yes/No/NA	Supporting Comment OR Improvement Suggestion
Demonstrates respect		
Promotes choice making/Self-advocacy		
Responds to challenging behavior appropriately per BSP/BMP		
Encourages problem solving/Use of coping skills		
Demonstrates how to support an individual in working on a rehab goal or daily living skill		
Is able to communicate individuals goals		
Understands and respects individual rights		
<b>Goal 2: Building and Maintaining Positive Relationships</b>		
Supports individual in maintaining and building relationships		List what strategies were used.
Is able to identify individuals strengths, needs/supports for community involvement		
Creates meaningful communication: Uses active listening, modifies communication as needed to ensure understanding		
<b>Goal 3: Demonstrates Professionalism</b>		
Demonstrates/role models respect within professional relationships:		
Communication:		
Conflict Resolution:		
Flexibility:		
Reliability:		
Punctuality/Attendance:		
Maintains accurate records by collecting data and documenting data appropriately.		

Adheres to and promotes agency mission and culture/policies and procedures.		
Demonstrates ethical behavior in conjunction with the DSP Code of Ethics.		
<b>Goal 4: Supporting Good Health</b>		
Promotes and encourages healthy lifestyle choices through: nutritious meals, exercise, and promotes attending Dr. appointments and encourages Dr. recommendations are followed.		
Is knowledgeable about individual's medical needs and safeguards.		
Able to recognize signs/symptoms of illness and can communicate appropriate response.		
Accurately documents/reports health care concerns appropriately and in a timely fashion.		
Maintains individual's confidentiality. Only shares information if approved to share.		
Promotes positive behavioral strategies.		
Can communicate how environment might influence behavior.		
Understands abuse prevention and reporting procedures.		
<b>Goal 5: Supports Safety</b>		
Is knowledgeable about individual safeguards and supports needed to maintain safety.		
Is able to communicate their role in the fire evacuation plan and disaster plan.		
<b>Goal 6: Having a Home</b>		
Supports individual in participating in the maintenance of having a home; cooking, cleaning, decorating, etc.		
Respects the individual's home: Knocks before entering rooms, cleans up after self, sits only on furniture, no feet on furniture, television is used for individual entertainment only.		
<b>Goal 7: Being Active and Productive in Society</b>		
Supports individual in participating in the community.		
Supports individual's job or education goals. Is aware of individual's goals and preferences.		