

Position: **Program Manager**

Review Period: From _____

Name:

Evaluator's name:

Evaluator's position:

Evaluator completes sections I through V:

In sections I through III rate performance of employee from O to N/A based on the following criteria; not applicable (NA) may be used if sufficient information is not available in order to make an assessment.

Evaluation Values:	O	Outstanding
	E	Excellent
	G	Good
	U	Unsatisfactory
	N/A	Not applicable

I. Volunteer Recruitment, Screening, and Training

Rating

- | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| A. Make recommendations to the Recruitment and Training Manager regarding the development and implementation of a 30-hour minimum training program in compliance with state and national requirements and in concurrence with new trends and knowledge in the child welfare field. | U | G | E | O | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Make recommendations to the Recruitment and Training Manager regarding the development and implementation of a comprehensive in-service/continuing education and training program in compliance with state and national requirements. | U | G | E | O | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Review volunteer applications and approve the acceptability of applicants for training. | U | G | E | O | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Identify and project volunteer staffing needs to ensure that the needs of the Court are fully met. | U | G | E | O | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Ensure the annual credentialing of volunteers. | U | G | E | O | N/A |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

II. Supervision/Case Management**Rating**

- | | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------------|
| A. In accordance with established Board policies, review, screen, and prioritize all cases referred to the program by the Juvenile Court. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| B. Assign cases to CASA volunteers in collaboration with Case Supervisors to ensure the timely and proper match of volunteer skills with each child's needs. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| C. Ensure that hearings are covered by volunteers and/or staff on a timely basis. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| D. Review and approve all volunteer case reports and ensure timely filing of volunteer reports with the Juvenile Court. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| E. Ensure that case records are maintained in compliance with applicable laws and regulations. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| F. Train, support, monitor, and advise Volunteer Supervisors on all aspects of volunteer management, case management, and data entry. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| G. Encourage staff professional development and training. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| H. Provide annual evaluation of all Volunteer Supervisors based on established performance criteria and goals. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

Comments:

III. Administration**Rating**

- | | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|---------------------------------|
| A. Ensure that volunteers and program staff comply with all applicable confidentiality regulations and Board policies. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| B. Support and advise Volunteer Supervisors on all aspects of volunteer supervision, volunteer case management, and data entry. Encourage staff professional development and training. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| C. Participate, as requested, in development and monitoring of program and grant budgets. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| D. Keep current on developments in the child welfare field and incorporate new knowledge into volunteer and staff training programs. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| E. Provide organizational oversight in the absence of the Executive Director. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |

Comments:**III. Grant Development and Management****Rating**

- | | | | | | |
|--|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------------------|
| A. Identify program funding needs to the Executive Director, including ongoing needs as well as program innovation. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| B. Assist in the conceptualization, development, and writing of program-related grants as assigned by the Executive Director. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| C. Collaborate with program staff in the execution of grant requirements and provide essential staff training as required to fully execute deliverables. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| D. Manage the completion of all program-related grant requirements, including the development and distribution of timely reports. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/A
<input type="checkbox"/> |
| E. Manage preparation for site meetings scheduled by grant funders as well as standards and quality control officials. | U
<input type="checkbox"/> | G
<input type="checkbox"/> | E
<input type="checkbox"/> | O
<input type="checkbox"/> | N/AO
<input type="checkbox"/> |

Comments:

III. Community Awareness and Outreach	Rating				
A. Participate in community relations and public awareness activities as assigned by the Executive Director.	U <input type="checkbox"/>	G <input type="checkbox"/>	E <input type="checkbox"/>	O <input type="checkbox"/>	N/A <input type="checkbox"/>
B. Attend conferences, seminars, and other community awareness events.	U <input type="checkbox"/>	G <input type="checkbox"/>	E <input type="checkbox"/>	O <input type="checkbox"/>	N/A <input type="checkbox"/>
C. Maintain good working relationships with Juvenile Court, DFS, Office of the County Attorney, Guardians <i>ad litem</i> (GALs), and other stakeholders in Fairfax County's child welfare system.	U <input type="checkbox"/>	G <input type="checkbox"/>	E <input type="checkbox"/>	O <input type="checkbox"/>	N/A <input type="checkbox"/>
D. Assist in preparation of the newsletter annual report.	U <input type="checkbox"/>	G <input type="checkbox"/>	E <input type="checkbox"/>	O <input type="checkbox"/>	N/AO <input type="checkbox"/>

Comments:

IV. Overall Performance Summary:

V. Target Goals for Next Year

VI. Recommendations for further training:

VI. Employee comments regarding this evaluation:

Employee Signature

Date

Program Director

Date

Executive Director

Date