

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

EHS HOUSING SPECIALIST

Employee _____ Date _____

Type of Rating: Annual _____ Introductory _____

Performance Definitions

- **Meets Expectations** – Performance consistently exceeds professional standards and objective of the position. Performance of a job function is completed in an exceptional fashion. This rating is reserved for those individuals whose distinguished performance is obvious to all.
- **Needs Improvement** – Performance generally meets standards of the job functions but sometimes falls below acceptable standards. The employee has demonstrated ability to correct deficiencies. The need for further development is recognized. Comments are required for this rating. Identify goals and improvements.
- **Unsatisfactory** - Performance is clearly and consistently inadequate or below professional standards. Comments are required for this rating. Identify goals and improvements. (Should be on a PIP or disciplinary action must be in place).

General Work Habits

Arrives on time.	ME	NI	U
Reliable in attendance.	ME	NI	U
Alert in health and safety matters.	ME	NI	U
Flexible with assignments and schedule.	ME	NI	U
Comes to work with a positive attitude.	ME	NI	U
Gives direct supervisor ample notice for absences.	ME	NI	U
Remains calm in a tense situation.	ME	NI	U

Comments:

Key Performance Factors from Job Description

Ensure ongoing communication during required weekly meeting with Early Head Start Home Based Manager	ME	NI	U
Provide ongoing coordination regarding enrollment, provide monthly data/report; review detailed client contact logs, etc. with Early Head Start Home Based Manager	ME	NI	U
Ensure ongoing collaboration with Family Advocates and collaboration and referral to/with other community service providers	ME	NI	U
Work closely with Family Advocates to support families personal goals, identify barriers, problem solve solutions and coordinate services	ME	NI	U
Collaborate with families and Family Advocates to develop a housing procurement, financial/budgeting and self-sufficiency case management plan	ME	NI	U
Provide support as needed to Head Start FOW's and teachers in New Homes and RA+4 classrooms serving children experiencing homelessness. Provide resources and case management services as appropriate	ME	NI	U
Provide and document individual case management for residents related to housing, job skills, job search, childcare, continuing education, budgeting and financial management, and county benefits	ME	NI	U
Coordinate ESG grant application, monitoring and required activities including data	ME	NI	U

reporting and required attendance at monthly Housing Consortium meetings			
Apply knowledge of residential lease contracts to educate clients on their rights and responsibilities	ME	NI	U
Provide mediation and advocacy with landlords on the family's behalf to develop a workable plan to obtain and/or maintain housing as necessary	ME	NI	U
Collect, manage, analyze and report required client and program data	ME	NI	U
Complete reports of program activities within required deadlines	ME	NI	U
Maintain and manage organized resident files to be audited by the city	ME	NI	U
Other duties as requested	ME	NI	U

Comments:

Outstanding Acknowledgements:

Goals or improvements sought for next evaluation:

Agreed upon action plan to meet goals:

1.

2.

3.

Employee _____ **Supervisor** _____

Date _____

If end of Introductory/New Hire Period indicate recommendation below:

☐ **Passed Introductory/New Hire Period**

☐ **Extend Introductory/New Hire Period by ____ days**

☐ **Discontinue employment with Reach Dane**