

REACH DANE REACH GREEN HEAD START

NON - SUPERVISORY EVALUATION FORM

FAMILY OUTREACH WORKER

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

Outreach workers work with families and communities to comply with their basic needs, keep records of their community and client that they serve, review records, talk to family members, caregivers or medical personnel in order to provide accurate information about their clients or community	ME	NI	U
An outreach worker's job includes overseeing programs, workshops, volunteers and staff members with a focus on frequent interaction with their community members using programming in first hand delivery	ME	NI	U
Demonstrated knowledge / skill in performing the following activities: <ul style="list-style-type: none">○ Assessing family needs, setting goals and developing plans of action○ Providing case management, referral and support services to families○ Facilitating support, educational and / or planning groups○ Promoting community development, organization or advocacy work on behalf of low-income families	ME	NI	U
Conduct a minimum of 3 home visits per year with each assigned family	ME	NI	U

Contact each family on a monthly basis to follow-up on progress on goals, offer services, and provide connection to the program	ME	NI	U
Work with families to develop Family Partnership Agreements that identify strengths, goals, and needed resources	ME	NI	U
Provide resources and referrals to families related to housing, employment, and financial literacy services	ME	NI	U
Work with families to strengthen and enhance parent-child relationships through workshops, Family Fun Night Events, and home visits	ME	NI	U
Encourage parents to volunteer in the classroom, offer feedback to learning opportunities, and work with their child at home to enhance their expertise and role as educators	ME	NI	U
Assist Early Head Start families in understanding the transition to Head Start	ME	NI	U
Assist all families in transitioning to kindergarten and understanding the differences between Head Start and the public schools	ME	NI	U
Encourage and facilitate parent connections to one another through Family Fun Night events, parent workshops, and opportunities to work together to support the program	ME	NI	U
Encourage the development of leadership skills through PAC positions as well as supporting parent participation in HSPC	ME	NI	U
Support parents of children with disabilities in advocating for their rights under the IDEA	ME	NI	U
Assist families in scheduling, attending, and following-up on any needed medical and dental treatment for their enrolled child(ren)	ME	NI	U
Ensure compliance with Head Start Performance Standards as it relates to health screenings including medical, dental, height/weight, vision, hearing, and social-emotional screening	ME	NI	U
Complete enrollment paperwork with assigned families	ME	NI	U
Actively participate in recruitment opportunities to ensure that programs remain fully enrolled	ME	NI	U
Work closely with classroom and program staff to ensure seamless, coordinated services to children and families	ME	NI	U
Ride the school bus a minimum of 1 time per week per assigned classroom	ME	NI	U
Spend 1 hour per week per assigned classroom with the children in their daily activities	ME	NI	U
Participate in professional development opportunities including agency trainings to further knowledge and expertise in serving low-income children and families	ME	NI	U
Keep and maintain accurate records and documentation of all services provided	ME	NI	U
Maintain confidentiality of all information related to children and families in accordance with agency policies	ME	NI	U

Comments:

Compliance and Documentation

Ensure compliance with Head Start Performance Standards as it relates to health screenings including medical, dental, height/weight, vision, hearing, and social-emotional screening	ME	NI	U
Assist families in scheduling, attending, and following-up on any needed medical and dental treatment for their enrolled child(ren)	ME	NI	U
Participate in proactive recruitment strategies and engage prospective Head Start families	ME	NI	U
Complete enrollment paperwork with assigned families	ME	NI	U
Ensure required logs, reports, and other records are completed and submitted in a timely manner following established agency procedures	ME	NI	U
Keep and maintain accurate records and documentation of all contacts with families and services provided	ME	NI	U
Maintain confidentiality of all information related to children and families in accordance with agency policies	ME	NI	U

Comments:

Interactions with others/Teamwork

Sets a positive example for the team; motivates others; creates enthusiasm for team effort	ME	NI	U
Promotes, models and maintains respectful working relationships with supervisor, team, other staff, parents and community	ME	NI	U
Promotes and provides leadership toward a quality, healthy, creative, nurturing environment for children, families and staff that models dignity and respect	ME	NI	U
Models, promotes and exhibits a positive and cooperative attitude; sets a model for teamwork that encourages common goals	ME	NI	U
Listens reflectively and accepts suggestions willingly	ME	NI	U
Supports for success and encourages the efforts and achievement of others	ME	NI	U
Demonstrates shared responsibility for agency and departmental issues – jumps in and helps out as needed	ME	NI	U
Exhibits flexibility and demonstrates ability to juggle competing demands. Additional support to assigned classroom team and classroom responsibilities increases accordingly to reflect additional hours if work hours increase	ME	NI	U
Promotes, models and maintains an approachable manner that encourages interactions with others	ME	NI	U
Effectively builds the team, promoting strong working relationships	ME	NI	U
Focuses on the greater good of the organization	ME	NI	U
Collaborates effectively with others	ME	NI	U
Exhibits an ability to adapt to change	ME	NI	U

Comments:

Social Emotional Development

Provide emotional support for their clients and help them in finding their support groups and any other activities that may provide their needs			
Work with neighborhood/community groups to promote increased awareness of Head Start, advocate for and coordinate services for children and families			
Work with agency staff and community resources to ensure a coordinated team approach for children and families with multiple needs and providers			
Refer families to community resources focused on Adult Basic Education, GED, English as a Second Language, AA and BA degree programs as appropriate			
Develop and maintain effective working relationships with assigned families that demonstrate respect and understanding			

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**