

Community Living Society

Counsellor Annual Progress and Development Plan

Date: _____ Name: _____ Employee Number: _____

Location: _____ Coordinator: _____ Director: _____

Next Plan scheduled for: _____

Goals:

Review of goals from Previous Plan:

Goals for the Coming Year (including any training requirements):

Employee

Date

Coordinator

Date

Director of Community Inclusion

Date

Reviewed by Employee Services for Training and/or Development needs:

Employee Services

Date

Displays Excellence in Personal and Professional Conduct:

Assists in all aspects and ongoing maintenance of general administration, report writing, record keeping, and accountability of funds, when requested, and in a timely manner.



Needs Work



Meets Expectation

Comment:

Maintains thoroughness and attention to detail in every aspect of the job.



Needs Work



Meets Expectation

Comment:

Attends staff meetings as required by the Coordinator, and punctually; participates in a positive and respectful manner.



Needs Work



Meets Expectation

Comment:

Actively applies and adheres to CLS beliefs, policies and procedures (as identified in the CLS Handbook, the CLS Health & Safety Program binder, and other documents) in an ethical, caring and professional manner, through sound knowledge of all these aspects.



Needs Work



Meets Expectation

Comment:

Arrives on time for shifts, scheduled appointments and activities.



Needs Work



Meets Expectation

Comment:

Adheres to the agreed upon team dress code which may be in place and necessary in order to provide a safe environment for certain individuals and subsequently lower risks for employees.



Needs Work



Meets Expectation

Comment:

Refrains from gossip, innuendos and slanderous comments regarding co-workers, individuals and their support networks.



Needs Work



Meets Expectation

Comment:

Treats co-workers with respect at all times:

Treats colleagues respectfully without using inappropriate labels or comments.



Needs Work



Meets Expectation

Comment:

Acknowledges that each person is responsible for their own mood and feelings and must manage them.



Needs Work



Meets Expectation

Comment:

Refrains from discussing personal issues while supporting.



Needs Work



Meets Expectation

Comment:

Respects and adheres to the team break guidelines when these are in place.



Needs Work



Meets Expectation

Comment:

Admits errors and assumes personal responsibility for mistakes.



Needs Work



Meets Expectation

Comment:

Presents a positive and welcoming attitude regardless of personal and professional situations.



Needs Work



Meets Expectation

Comment:

Role-models professionalism at all times and coaches others in a respectful way.



Needs Work



Meets Expectation

Comment:

Maintains composure during difficult interactions with co-workers. Responds appropriately when distressed.



Needs Work



Meets Expectation

Comment:

Respects employee confidentiality, personal boundaries and limitations.



Needs Work



Meets Expectation

Comment:

Focuses on Excellence in Support:

Promotes and maintains an open-door policy, positive relationships and open communications with the individual's personal network. Collaborates with the individual's support network in decision-making. Promotes and maintains ongoing, positive relationships and open communications amongst individuals, their friends, other CLS employees, government /professional representatives and the community.



Needs Work



Meets Expectation

Comment:

When speaking about individuals, avoids using inappropriate labels or comments and refrain from referring to their personal issues in a joking manner.



Needs Work



Meets Expectation

Comment:

Adjusts the style and content of communication appropriately for each individual within respectful boundaries.



Needs Work



Meets Expectation

Comment:

Maintains composure during difficult interactions with individuals.



Needs Work



Meets Expectation

Comment:

Provides a high level of comfort and privacy during personal care and other procedures.



Needs Work



Meets Expectation

Comment:

Respects an individual's values, customs and beliefs.



Needs Work



Meets Expectation

Comment:

Is flexible and responds to the changing needs for the support of the individual over time, in all aspects of their lives, as guided by regular reviews of their personal plan.



Needs Work



Meets Expectation

Comment:

Seeks the individual's understanding when communicating information.



Needs Work



Meets Expectation

Comment:

Demonstrates appropriate boundaries for relationships with supported individuals.



Needs Work



Meets Expectation

Comment:

Acknowledges that extra support is sometimes required for each individual and will provides this without expecting or feeling entitled to personal benefit.



Needs Work



Meets Expectation

Comment:

Nurtures self-determination, responsibility and personal growth of the individual in accordance with their expressed goals as documented in their personal plan.



Needs Work



Meets Expectation

Comment:

Counsels and instructs individuals on choice making by consistently presenting alternatives.



Needs Work



Meets Expectation

Comment:

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Counsels and instructs individuals in all areas of safety and security in order to assure their well being.



Needs Work



Meets Expectation

Comment:

Counsels and instructs individuals in establishing and maintaining a healthy lifestyle and environment.



Needs Work



Meets Expectation

Comment:

Coaches and advises individuals in a respectful and dignified manner to become as self-sufficient as possible in all areas of daily living and day to day activities, including: relationship building, medication administration, personal appearance, hygiene, assisting with meal times, cleaning, accountability of funds, supported employment, general upkeep and maintenance of their home, etc.



Needs Work



Meets Expectation

Comment:

Coaches and advises individuals to integrate themselves in their community and educates communities with regard to integration.



Needs Work



Meets Expectation

Comment:

Adheres to CLS and the funders' standards of practice in using Positive Behavioural Support techniques.



Needs Work



Meets Expectation

Comment:

Respects individuals' privacy and confidentiality, and counsels and instructs the individuals to show each other the same respect.



Needs Work



Meets Expectation

Comment:

Assists in the identification, development and monitoring of employment opportunities, and the appropriateness of the job match, as applicable.



Needs Work



Meets Expectation

Comment:

Provides accurate and detailed information for optimal transition of care between transit providers, the individual's home support and vocational support.



Needs Work



Meets Expectation

Comment:

Takes a proactive stance on behalf of individuals by communicating with the team and Coordinator suggestions for changes in policies, procedures, or practices for improvements to support.



Needs Work



Meets Expectation

Comment:

Contributes to Team Effectiveness:

Provides constructive input and recommendations to improve existing policies, procedures and protocols.



Needs Work



Meets Expectation

Comment:

Responds appropriately to help a distressed colleague while supporting and while interacting with other co-workers.



Needs Work



Meets Expectation

Comment:

Encourages and supports co-workers.



Needs Work



Meets Expectation

Comment:

Intervenes professionally and courageously when a co-worker's behaviour is rude, aggressive, threatening or inappropriate.



Needs Work



Meets Expectation

Comment:

Requests help when needed.



Needs Work



Meets Expectation

Comment:

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Solicits and values input from co-workers when appropriate. Conveys information and answers questions honestly and tactfully.



Needs Work



Meets Expectation

Comment:

Ensures support of individuals when unable, or when a co-worker is unable to fulfill responsibilities.



Needs Work



Meets Expectation

Comment:

Takes on extra work to help the team



Needs Work



Meets Expectation

Comment:

Serves as a knowledge or skills resource for others. Shares knowledge, asks for clarification of needs.



Needs Work



Meets Expectation

Comment:

Provides constructive and supportive feedback appropriately. Acknowledges others' contributions.



Needs Work



Meets Expectation

Comment:

Accepts constructive feedback without defensiveness and modifies behaviour.



Needs Work



Meets Expectation

Comment:

Engages in informal teaching and learning activities with co-workers.



Needs Work



Meets Expectation

Comment:

Provides individuals' information to the team in an effective manner.



Needs Work



Meets Expectation

Comment:

