FDC Spring

Scholarship Application

for the

Family Development for Supervisors Credentialing Program

Professional Development Leadership Training for Supervisors, Managers and Directors

NYC
Department of Youth & Community Development
Jeanne B. Mullgrav
Commissioner

Department of Youth & Community Development

PASSION PURPOSE GROWTH EMPOWERMENT IMPACT

Professional Development Training for Agency Leaders and Supervisors

The NYC Department of Youth and Community Development (DYCD) is pleased to offer the **Family Development for Supervisors Credentialing Program**, an intensive professional development training for agency leaders and supervisors interested in using empowerment-based leadership in their organizations.

FDC for Supervisors is based on the Family Development Training and Credentialing (FDC) program. FDC is the result of a major New York State initiative to change the way health, education and human services are delivered to families.

This redirection moves systems away from crisis-oriented and fragmented services toward an empowerment and family support-based focus. **FDC for Supervisors** benefits workers, families and organizations.

Family Development for Supervisors provides an experiential and collaborative setting for leaders to share and learn from each other based on the family development principles that are the basis of the Family Development Credentialing and Training Program (FDC).

The training is directed to supervisors of frontline workers, service coordinators, program managers, department directors, board members and executive directors or CEOs.

- *Is communication with your staff and supervisors a challenge?*
- *Would you like to reconnect with your work?*
- *Are you unclear of why you went into the field and what your vision, goals and expectations are?*
- *Do you want to create a more empowering work experience for you and your staff?*

These are just some of the questions that lead people to the **FDC for Supervisors**.

This training empowers supervisors to be better communicators, improve their conflict resolution skills and ultimately, to become great leaders.

At **FDC for Supervisors**, the focus is on you and exploring your professional development needs in a supportive and welcoming environment. FDC for Supervisors is for organizations that want to invest in their supervisors and help them to become more than just managers—to become leaders.

This training is for organizations that want to invest in their staff because they believe that they are only as strong as the people that work for them.

Department of Youth & Community Development

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Family Development for Supervisors Credentialing Program
A Program for Directors/Supervisors/Managers

WHAT IS THE FAMILY DEVELOPMENT FOR SUPERVISORS CURRICULUM?

- Classes meet one day per week for 11 weeks of intensive interactive classroom study and an additional 3 hours for a final leadership portfolio review and presentation (see page 7 for complete schedule and location).

  Curriculum chapters include:

  - *The Family Development Credential and the Empowered Workplace*
  - *Transforming Your Workplace through Empowerment-based Leadership*
  - *Leadership and Self-Empowerment*
  - *Supervising with Skill and Heart*
  - *Cultural Competence*

  Leadership Portfolio (three components):

  1. Plan and complete an Independent Learning Project for each of the five curriculum chapters, in collaboration with a colleague in the class, who will serve as a "peer advisor." *Students will serve as peer advisors for fellow classmates, meeting during designated class time to discuss the Independent Learning Projects and provide written reflections.*

  2. Develop a Leadership Empowerment Plan in collaboration with a peer advisor, and implement the plan for one month.

  3. Prepare a personal reflection on the implementation of the Leadership Empowerment Plan that describes the steps taken, challenges encountered, how the student responded, and future steps or goals identified as a result of the plan.

There is no exam for the Leadership Credential - credentials are issued after classes are completed and final portfolios have been reviewed and approved by the National FDC program. Credentials are issued by the University of Connecticut.

PROFESSIONAL DEVELOPMENT BENEFITS:

Family Development for Supervisors Training can be used for renewal requirements for credentialed alcohol and substance abuse counselors (CASAC). Individuals employed as Credentialed Prevention Professionals (CPP) and Credentialed Prevention Specialists (CPS) may also apply the training towards clock hours required to renew their credentials – the training is approved for 30 clock hours.

WHAT DOES THE SCHOLARSHIP COVER?

The competitive scholarship offered by DYCD covers the full cost of tuition, portfolio review and credential fees. The applicant or their organization must determine how the materials fee will be paid (approximately $45). Do not include any payment with the scholarship application.

WHO'S ELIGIBLE FOR A SCHOLARSHIP?

The NYC Department of Youth and Community Development (DYCD) offers competitive scholarships for agency supervisors and leaders of DYCD-funded and other community-based organizations (CBO's), non-profits or designated City agencies located within any one of the 43 Neighborhood Development Area's (NDAs), **NDAs are coterminous with Community Boards.* **Please note: organization or agency volunteers are not eligible for scholarships.**

It is strongly recommended that program participants have basic computer skills, a valid email address and access to a computer, printer and the internet.

Designated city agencies that are eligible for scholarships: Administration for Children Services (*not including Head Start*); Dept. for the Aging; Dept. of Juvenile Justice; Dept. of Probation; Dept. of Health and Mental Hygiene.

Dept. of Homeless Services Staff: contact Joyce Rivers, Deputy Director, DHS Training Bureau, 212-361-8553.

ACS-Head Start Staff: contact Eleanor Quallo, Policy Council Liaison, 212-361-7226.

ELIGIBLE NEIGHBORHOOD DEVELOPMENT AREA'S *(NDAs):

Bronx: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Brooklyn: 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, 16, 17, 18

Manhattan: 3, 7, 9, 10, 11, 12

Queens: 1, 3, 4, 5, 7, 12, 14

Staten Island: 1

For additional program information, please contact Meryl M. Jones, Director of Professional Development at 212-341-9568 or **mjones@dycd.nyc.gov**. Individuals who do not meet the above scholarship eligibility criteria and are interested in participating should contact Deborah Douglass, at the City University of New York, 646-664-8019 or **Deborah.Douglass@mail.cuny.edu** regarding payment options.

Mail original completed application to Professional Development/Capacity Building, NYC Department of Youth and Community Development, 156 William Street, 4th floor, NY, NY 10038; fax: 212-676-8164; email: **CapacityBuilding@dycd.nyc.gov**

Closing date for applications: Friday, January 24, 2014

Department of Youth & Community Development

Family Development for Supervisors
Credentialing Program Class Guidelines

In order to earn a Leadership Credential, students are required to:

- **Attend all scheduled classes**
- **Complete all portfolio requirements**
- **Receive approval of portfolio by the course instructor and the National FDC Program**

Attendance
As part of your commitment to participating in the family development training program, it is expected students will attend all classes. Lateness/and or absences jeopardize your continuation in the program and your ability to earn the credential and clock hours.

All appointments, staff meetings and other activities should be scheduled on days that do not interfere with the program as classes cannot be made up. Students should arrive at least 15 minutes prior to the start of class. Late arrivals are disruptive to the instructor and fellow students. Students are also expected to return on time from any breaks. As a courtesy to fellow classmates and the instructor, cell phones should be turned to vibrate or silent mode.

Portfolio Development
The purpose of the portfolio is to help students relate their knowledge and understanding of the curriculum to benefit and support their professional practice. The Leadership Portfolio consists of three components:

- Independent Learning Projects
- Leadership Empowerment Plan
- Personal Reflection on the Leadership Empowerment Plan

All students must also participate in the peer advisement sessions as scheduled by the class instructor and the final portfolio review session and presentation.

Non-completion of any of the five Independent Learning Projects, the final Independent Learning Project Plan and Personal Reflection will also jeopardize students' ability to earn the Leaders' Credential. As "peer advisors" to each other, students must be present to offer one another support, encouragement and feedback on their learning projects.

Students that face unforeseen medical or family emergencies that will interfere with continued class participation may be eligible for a scholarship deferment. Please contact Meryl Jones, Director of Professional Development, 212-341-9568 immediately after the first related absence.

Department of
Youth & Community
Development

Dear Applicant:

Thank you for your interest in the **Family Development for Supervisors Credentialing Program.** Before submitting your scholarship application, please check the following:

- ○ **All items are filled out <u>completely and legibly</u> –print or type your information. Illegible applications may not be considered.**

- ○ **Obtain all necessary signatures.**

- ○ **Letter of support from agency representative is included.**

Note: Applicants will receive an electronic or fax confirmation that their application has been received within one week of submission. It will also indicate if the application is complete or requires additional information. If you do not receive a confirmation, then we have not received your application. Be sure to retain a copy of your completed application for your files. We are not liable or responsible for lost or misdirected applications.

Return completed applications to:

Professional Development/Capacity Building
NYC Department of Youth and Community Development
156 William Street, 4th Floor
New York, NY 10038
via email to:CapacityBuilding@dycd.nyc.gov
or fax: 212-676-8164

<u>Applications must be received by Friday, January 24, 2014.</u>

Application Number_____

FAMILY DEVELOPMENT FOR SUPERVISORS CREDENTIALING PROGRAM SCHOLARSHIP APPLICATION

Please type or print clearly and complete all questions

Candidate's Name:_____

Title:_____

Agency/Organization:_____

Agency Address:_____Boro:_____Zip_____

NDA/Community Board #_____

Phone:_____Fax:_____E-mail_____

If DYCD funded, note program area: OST___ SYEP___ Beacon__ RHY___ NDA___ Other_____

Home Address: _____Apt. _____Boro_____Zip_____

Home Phone:_____

*** Please √ the address where you prefer mailings: ∆ home ∆ agency**

Date Hired/Appointed:_____ Years in Position____ The number of staff you supervise: _____

Have you received your FDC credential?_____ If yes, what year?_____ Campus_____
Have you previously applied for the FDC for Supervisors program? If yes, when?_____

How many FDC credentialed workers do you have on your staff? ____ / in your agency?___
How many workers are currently enrolled in FDC training? _____
If none, how many have applied for spring 2014 classes? _____

Educational Background:

Name of Institution	Dates of Attendance	Degree	Major

Have you participated in other DYCD intensive trainings? Please indicate your status below:

Initiative	Applied	Accepted	Currently Enrolled	Date Completed
HMPI				
Leadership Caucus				

Application Number _____

Spring 2014 Class Schedule:

Fridays, March 7 – *May 30, 2014 **(12 weeks)**
9:30 AM – 12:30 PM

**Final Portfolio Review and Presentation*

Classes meet one day per week - No class on Friday, April 18

Location:

School of Professional Studies (CUNY)
119 West 31st Street
New York, NY 10001

Agency/Organization Commitment

I support _____ for the Family Development for Supervisors Scholarship. ***(candidate name)***

Name_____ Title_____
(PRINT)

Signature_____Date_____

Candidate's Commitment

I agree to fully participate in the Family Development for Supervisors Credentialing Program, comply with the attendance requirements, complete the program and portfolio, participate in the program follow-up evaluation efforts, and demonstrate its application to my work, as appropriate.

Name_____Signature_____
(PRINT)

NOTE: APPLICANTS MUST SUBMIT A LETTER OF SUPPORT FROM AN AGENCY REPRESENTATIVE ON AGENCY LETTERHEAD.

Please answer all questions completely and legibly.

1) Please outline the mission of your agency; describe the type of facility in which you work, size, staff, clients served, target population and location.

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2) As a leader/supervisor, please provide an overview of your job responsibilities, including the number of staff that you supervise. Describe your role as a leader in your agency.

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3) If you do not supervise staff, demonstrate how you are a leader in your agency.

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4) What interests you about the Family Development for Supervisors Program and how will the Family Development for Supervisors Program enhance your performance as a supervisor in your agency and improve your ability to do your work?

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_____

5) How do you expect your staff and agency to benefit from your participation in the Family Development for Supervisors Program?

6) If you have FDC credentialed staff, how have your staff, agency and clients benefited from the Family Development Training & Credentialing (FDC) program? (If you do not have credentialed staff, please skip to question 9)

7) How have you supported your staff in the implementation of FDC concepts?

8) If you do not have credentialed staff, what are your agency's plans to support staff in earning their Family Development Credential?