

Family Development for Supervisors Series

A Program for Directors/Supervisors/Managers

WHAT IS THE FAMILY DEVELOPMENT FOR SUPERVISORS SERIES?

The NYC Department of Youth and Community Development (DYCD) is pleased to offer the **Family Development for Supervisors Series**, an exciting professional development training program for agency leaders and supervisors interested in using empowerment-based leadership in their 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). FDC is the result of a major New York State initiative to redirect 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.

WHO SHOULD ATTEND THE FAMILY DEVELOPMENT FOR SUPERVISORS PROGRAM?

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

WHAT IS THE FAMILY DEVELOPMENT FOR SUPERVISORS CURRICULUM?

- 33 hours of intensive interactive classroom study and an additional 3 hours for final Leadership Portfolio review, approximately one month after the last regular class session.
- 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 the last half-hour of each class, to discuss the Independent Learning Projects and provide written reflections.*

Curriculum components 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*

At the end of the five curriculum chapters, develop a Leadership Empowerment Plan, in collaboration with a peer advisor, and implement the plan for one month.

2. Prepare a personal reflection on the Leadership Empowerment Plan (after implementation for one month) 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 Cornell University. Those who earn their credential can also earn two upper-level undergraduate credits.

Family Development for Supervisors Training can be used for renewal requirements for credentialed alcohol and substance abuse counselors (CASAC) and in addition, 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.

WHO'S ELIGIBLE FOR A SCHOLARSHIP?

The NYC Department of Youth and Community Development (DYCD), allocates funding for 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), to participate in the Family Development for Supervisors Credentialing Program. **NDAs are coterminous with Community Boards.* **Please note: organization or agency volunteers are not eligible for scholarships.**

Designated City Agencies: Administration for Children Services - *except Head Start*; Dept. of Juvenile Justice; Dept. of Probation; Dept. of Health and Mental Hygiene.

Dept. of Homeless Services Staff: contact Ann Mayfield, Director of Training, 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

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

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

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. Individuals who do not meet the above scholarship eligibility criteria and are interested in participating should contact Joan Delaloye, at the City University of New York, 646-344-7344, regarding payment options.

Family Development for Supervisors Credentialing Program Class Guidelines

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

- **Attend 10 of 11 classes**
- **Complete all portfolio requirements**
- **Receive approval of portfolio by Cornell University**

Attendance

As part of your commitment to participating in the family development training program, it is expected students will attend classes on a regular basis. Lateness/and or absences jeopardize your continuation in the program and your ability to earn the credential, as well as college credits.

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 and beepers 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 as indicated on the scholarship application.

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.

**FAMILY DEVELOPMENT FOR SUPERVISORS SERIES
SCHOLARSHIP APPLICATION FORM**

Please type or print clearly. Complete all questions.

Agency/Organization: _____

Agency Address: _____ Boro: _____ Zip _____ Community Board# _____

Phone: _____ Fax: _____ E-mail _____

If DYCD funded, Contract # _____ OST _____ SYEP _____ Beacon _____ RHY _____ Other _____

Candidate's Name: _____ Title: _____

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? _____

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 fall 2008 classes? _____

Educational Background:

Name of Institution	Dates of Attendance	Degree	Major

Special Training/Skills/Certification:

Name of Training	Where Received	Date Received

Agency/Organization Commitment

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

Name _____ (PRINT)

Title _____

Signature _____

Date _____

Candidate's Commitment

I agree to fully participate in the Family Development for Supervisors series, 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 _____ (PRINT)

Signature _____

Date _____

Applicants may be required to participate in an interview as part of the scholarship application process.

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

**FAMILY DEVELOPMENT FOR SUPERVISORS SERIES
SCHOLARSHIP APPLICATION FORM**

Please answer questions completely.

- 1) **As a leader/supervisor, what are your overall job responsibilities? Describe your role as a leader in your agency. Please give a complete description, including the number of staff you supervise.**

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

- 3) **Please provide a brief description about your agency. Describe the type of facility in which you work, size, staff, clients served, target population and location.**

4) What interests you about the Family Development for Supervisors Series?

5) How will the Family Development for Supervisors Series enhance your performance as a supervisor in your agency?

6) If you have FDC credentialed staff, how have your staff, agency and clients benefited from the Family Development Training & Credentialing (FDC) program? (If no, skip to questions 8 & 9)

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

8) How would you expect the Family Development for Supervisors Series to improve your ability to perform your work?

9) How would you expect your staff and agency to benefit from your participation in the Family Development for Supervisors Series?

**Family Development for Supervisors
Credentialing Program Scholarship Application Form**

APPLICANT FEEDBACK FORM

Please indicate your **first** and **second** choice where you would prefer to attend class. Classes meet **once** a week on the day indicated.

_____ **MANHATTAN** – Borough of Manhattan Community College (BMCC) (CUNY)
70 Murray Street
Wednesdays, October 22, 2008 – January 21, 2009 (11 weeks)
9:00 AM – 12:00 Noon
No classes on 12/24 and 12/31

****Final Portfolio Review Session – February 18, 2009 9:00 AM – 12:00 Noon***

_____ **BRONX** – Lehman College (CUNY)
250 Bedford Park Boulevard West
Fridays, October 24, 2008 – January 30, 2009 (11 weeks)
9:00 AM – 12:00 Noon
No classes on 11/28, 12/26 and 1/2/09

****Final Portfolio Review Session – February 27, 2009 9:00 AM – 12:00 Noon***

Note: All students must attend the *final portfolio review session that has been scheduled for one month after the completion of classes (dates indicated above).

Name _____ Title _____
(Print)

Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____

Signature _____ Date _____

Please mail original completed application to Meryl M. Jones, Director of Professional Development, NYC Department of Youth and Community Development, 156 William Street, 2nd Floor, NY NY 10038.
Phone: 212-341-9568/Fax 212-676-8164. ***Closing date for applications: Friday, August 22, 2008.***