

Supervisor's Verification Form of Direct Service Experience

Please provide verification of the Applicant's direct service experience and your supervision of the Applicant. If the Applicant's circumstances changed, such as, new supervisor, different number of weekly hours, new position, the Applicant has provided a separate form as if it were a new position. Definitions of the task areas are on the reverse side.

Applicant Information

Name: _____
 Position: _____ Work Experience Number: _____
 Agency Name: _____
 Dates Worked and Number of Hours Weekly: _____

Supervisor's Information

Name: _____
 Current Title: _____
 Current Agency Name: _____
 Current Agency Contact Information: _____

If supervision occurred at another agency, provide agency name, contact information and your title during that time period:

Dates Supervisor Supervised Applicant: _____

TASK AREAS	NUMBER OF HOURS
Hotline	
Intake	
Crisis Intervention	
Assessment	
Referral	
Victim Advocacy (Legal)	
Reporting and Record Keeping	
Education and Prevention	
Case Management/Service Provision	
Individual Counseling	
Group Counseling	
Family Counseling	
Substance Abuse Assessment	
Advocacy/Community Organizing	
TOTAL HOURS	

Supervisor's Signature: _____ Date: _____

Definition of Task Areas

- 1. HOTLINE:** Answering the crisis line in a supportive, empathetic manner and responding to the client* in a non-judgmental, helpful manner.
- 2. INTAKE:** Gathering information to assess the situation properly and documenting appropriately.
- 3. CRISIS INTERVENTION:** Handling immediate crisis and dangerous situations.
- 4. ASSESSMENT:** Working with the client to determine and prioritize needs, (i.e. shelter, mental health services, drug/alcohol program).
- 5. REFERRAL:** Understanding and referring to existing services where clients' needs would be more appropriately met.
- 6. VICTIM ADVOCACY (LEGAL):** Providing information and referrals to clients regarding options for legal counsel. Preparation and support for court and knowledge of the court system.
- 7. REPORTING AND RECORD KEEPING:** Keeping accurate and unbiased records which comply with the confidentiality statutes.
- 8. EDUCATION & PREVENTION:** Giving clients and the public general information on domestic violence services available to end domestic violence.
- 9. CASE MANAGEMENT/ SERVICE PROVISION:** Safety planning and assisting with concrete needs, (i.e.: financial, housing, medical, and access to other services).
- 10. INDIVIDUAL COUNSELING:** Counseling the domestic violence client.
- 11. GROUP COUNSELING:** Facilitating groups for clients and/or their children.
- 12. FAMILY COUNSELING:** Providing intervention with clients and their children.
- 13. SUBSTANCE ABUSE ASSESSMENT:** Assessing a client for drug and alcohol problems and referral to the appropriate services.
- 14. ADVOCACY/NETWORKING/COMMUNITY ORGANIZATION:** Developing a working relationship with state and community services impacting domestic violence clients and learning to effect change.

*The domestic violence client can be a victim, abuser, child or other involved party.