

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 03: Initial Response/Detention

Item 013: Standby Qualifications and Application Process

Suggested changes send to: [DCFS Quality Assurance](#)

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References: N/A

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Any Social Worker who meets the requirements for working standby must meet the minimum qualifications and submit an application for approval.

Purpose

To establish guidelines regarding the minimum qualifications and the application process to become a standby worker.

Minimum Qualifications

- In order to be considered for standby duty, a Social Worker must:
 - Have attained permanent status as a Social Worker III or higher
 - Have a minimum of 12 months of crisis/non-crisis emergency response experience
 - Be current in the workload of their regular social work assignment (see PPG 3-3-11)
 - Have satisfactory performance in all areas of their most recent evaluations and have no pending performance issues
 - Be recommended by their immediate Supervisor
 - Be able to access and utilize all features of CWS/CMS, SDM, Safe Measures, and work autonomously.

Application Process

- In order to be considered for standby duty Social Worker staff must:
 - Complete a written memo, addressed to their Program Manager via their immediate Supervisor
 - The memo shall include:
 - The date permanent status as a Social Worker III was attained
 - An explanation as to the type and length of emergency response experience
 - Other information deemed pertinent by the Social Worker
 - Give the completed memo to the immediate Supervisor

- In order for the Social Worker to be approved for standby the immediate Supervisor must:
 - Complete a memo, addressed to their Program Manager
 - The memo shall include:
 - The status of the Social Worker's workload in the regular assignment
 - The status of the Social Worker's performance
 - A recommendation of approval or disapproval. If disapproved, an explanation of the reason is to be included.
 - Forward the memo to their Program Manager
 - After the Program Manager receives the two memos, they will:
 - Indicate their approval of the request on the memo. If the request is disapproved, an explanation of the reason is to be included.
 - Notify and submit the memo to the Program Manager responsible for standby.
 - After the Standby Program Manager receives the two memos, they will via email:
 - Notify the standby Supervisors of the request and if the Social Worker was approved or not.
 - Notify the Social Worker if they were or were not accepted for standby and the next step.
 - Lead Standby Social Work Supervisor will notify trainee and trainer that training may commence.

Training Status

- If the Social Worker's request is approved, they will be expected to complete a minimal amount of training before being allowed to work standby (see PPG 3-3-12)
- The Social Worker will remain in training status until notified by the lead standby supervisor that they have successfully completed training and has been added to the alternate list.
- Once the Social Worker has been added to the alternate list, they are able to work any standby shift.
- Notification by the standby Program Manager's secretary will be sent to all standby workers via email.

- After initial approval, the training must be completed within 90 days. Failure to do so will require trainee to re-submit new request with reason why training was not completed within timeframe.