

A photograph of two women in a professional setting, overlaid with a teal tint. One woman is in the foreground, smiling and looking towards the other woman, who is in the background. The woman in the foreground is holding a pen and appears to be writing on a document.

CORE COMPETENCIES IMPLEMENTATION PLAN

AND

INTRODUCTION TO THE MENTORSHIP PROGRAM



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UNDERSTANDING WHY EMBEDDING CORE COMPETENCIES WITHIN THE ORGANIZATION IS IMPORTANT

In 2021 the Ministry of Children and Community Social Services released Journey to Belonging: Choice and Inclusion, a long-term vision for Ontario's Developmental Services. **A key pillar of this vision is to focus on launching a strategy that will support a skilled, diverse and professional workforce to help people participate meaningfully in their communities and live good lives.** Integral to this is ensuring that the strategy recognizes that an employer is not just an agency, but can also be a family, individual or other support group, aligning with the person-directed focus of Journey to Belonging. To do this, the MCCSS partnered with the developmental services sector to launch the DSWIC, and develop a workforce strategy so that people and their families have access to high-quality support staff.

In alignment with the DS Reform and building on previous work by the sector, including the 2008-2018 Developmental Services HR Strategy (see below), the Ministry and the Provincial Network Human Resource Committee is co-leading an initiative that is focused on the following areas:

1. Modernize the Developmental Services Core Competencies that reflect next generation expectations (e.g., individualized supports; skilled practitioners in other key sector(s))
2. Operational-Leaders Training to improve retention of both management and skilled direct support staff, as well as to improve leadership capabilities to advance new workforce models and enable diversity in service models;

A Recruitment-Focused Marketing Campaign to ensure a diverse, stable and sufficient workforce that enables people to choose supports responsive to their individual needs. The goals of the Developmental Services Workforce Initiative:

- Increase of qualified developmental services professionals who deliver high quality supports that lead to more positive outcomes.
- Build capacity through an aligned approach to education, training and professional development in Ontario's Developmental Services Sector
- Provide opportunity for a variety of career paths for developmental service professionals
- Responsive leadership grounded in diversity, equity, and inclusion

Vision of the DS Workforce Initiative

"In alignment with DS Reform work, we build a diverse workforce that is stable and responsive with skills to deliver person-directed and quality supports for people with developmental disabilities in Ontario."

1. PRELIMINARY WORK BY MANAGEMENT

Using the Core Competencies Website <https://www.dscorecomp.com/>

Management will use the Timelines below to Educate on the new modernized Core Competencies and Train on using this model for the purpose of Mentorship.

March	• All Managers will review the Introduction to Core Competencies and “How Growth Stages Work”. • Take the Quiz. https://www.dscorecomp.com/core-competencies/ • “Core Competencies Update” will be added to the Management Team Meeting Agenda as a standing item.
April	• All Program Managers will complete a “Self-Assessment” • Program Managers and HR Coordinator will review the BBI Modules and prepare to use the updated BBI Package. • Managers will take time to familiarize themselves with the Core Competencies website.
May	• The Coaching Module will be reviewed and discussed at a Program Managers Team Meeting. • Program Managers review the Core Competencies Development Resource Guide and Discussion Planner. • Program Managers will provide input on changes to the Annual Performance Review to include Core Competencies and personal development. The new “Annual Review and Self Development Plan” tool. • We will begin to use the updated BBI Package and coding.
June	• The Development Resource Guide and Discussion Planner and will be reviewed as a Team and discussed at the Program Managers Team Meetings to ensure understanding and consistency of use. • The new Annual Review and Self Development Plan will be developed.
July	• Program Managers will begin to use the new Annual Review and Self Development Plan.

2. “BEHIND THE SCENES”

Documentation updates with target dates:

Document to be updated or developed	Target Date
1. Interview Package (Written and Face to Face) 2. Develop Work Packages for Program Managers 3. Develop Quiz for employees to complete after their review of Introduction to Core Competencies and “How Growth Stages Work.	March
4. Orientation Package 5. Update Job Descriptions	April
6. Update current C.C. Information on our website	May
7. Evaluation Package	June
8. Add Core Competency language to Policies and Procedures 9. Develop a Self-Development Journey Package (for people on the Mentorship Program)	July, August

We will also require the development of educational resources and material, such as poster, videos, games, etc... for the Management Team to use in promoting and educating on Core Competencies.

List of Resource Tools	Target Date for Use
1. Post Core Competencies in the Boardroom	February/March
2. Develop 20 games and/or puzzles, 2 for each Core Competency	March
3. Create a calendar and schedule Core Competencies games/quizzes to go out to staff	March
4. Create a Google Forms Quiz for staff	March
5. Update Vyond video for website	April

3. FORMAL INTRODUCTION TO THE NEW MODERNIZED CORE COMPETENCIES

Using the Core Competencies Website <https://www.dscorecomp.com/> we will educate employees on the new Modernized Core Competencies following the timelines below.

TIMELINES

March	• Communication will go out to all employees that we are committing to the use of the new modernized Core Competencies and will be working on embedding them throughout the organization. • A Summary of this Work Plan will be shared with all employees
April	• All Direct Support Staff will review the “Introduction to Core Competencies” and “How Growth Stages Work”. https://www.dscorecomp.com/core-competencies/ • Quiz to be submitted to Victoria.
May	• Program Managers will discuss the Core Competency video at all Team Meetings and this Work Plan.
June	• All Direct Support Staff will complete a “Self-Assessment” and forward results to their Program Manager, who will ensure Victoria is provided a copy for their Personnel File.
July	• Begin to use the new Annual Self Development and Review tool with our Direct Support Professionals. • Managers should use the person’s Self-Assessment to assist the person with planning their development over the next year and encourage the employee to document examples of when they have “Demonstrated” each competency listed, during their annual review. ○ Facts/Documentation will be key to moving forward through the Growth Stages.

4. LAUNCH OF MENTORSHIP PROGRAM YOUR SELF-DEVELOPMENT JOURNEY

Launch

- In **September** we will send a notification explaining the Mentorship Program.
- In **October** the Mentorship Program will be discussed at all Team Meetings.
- In **November** we will send out notification to recruit employees who are interested in the Mentorship Program.

Follow Up and Management Commitment

- Employees who have come forth wishing to embark on this Self-Development Journey will be identified to the Management Team.
- The HR Coordinator will forward the employee a letter to “Welcome and Congratulate” them for choosing to be part of this self-development journey.
- A “Self-Development Journey Package” will be provided to the Employee to assist them in understand and tracking their Journey.
- Program Managers will share the progress of employees on the Mentorship Program with the Management Team, after each review the Manager has with the employee.
- All Managers will work to provide opportunity for employees on the Mentorship Program to grow and develop skills.
- All Managers will make every effort to support and encourage employees on their Self-Development Journey.

5. RESOURCES

Resources found on [Home | DS Workforce Initiative \(dscorecomp.com\)](https://dscorecomp.com)

- DS Workplace Initiative
- Introduction to Core Competencies Module with Intention and Background Information
- How Growth Stages Work
- Information on each Competency and the Core Competency Dictionary 2022
- Self-Assessment Module
- Coaching Module
- Core Competencies Discussion Planner
- Core Competencies Development Resource Guide

The Provincial Network website will continue to grow their Resources Library and provide ongoing support to agencies and employees.