

**Child Welfare Partnership
Child Welfare Education Program
Tuition & Education Support Application
2020-21 Academic Year**

Thank you for your interest in the Child Welfare Education Program (CWEP). The mission of the CWEP is to improve outcomes for children and families by strengthening Oregon's public and tribal Child Welfare workforce. The program offers tuition assistance and an enriched educational curriculum to Child Welfare employees and Child Welfare recruits committed to social work careers within Child Welfare.

Awards are contingent upon:

- Admittance into Portland State University
- AND admittance into Portland State University's School of Social Work BSW or MSW programs

Post-graduation Repayment Agreement:

- Upon graduation, award recipients must maintain employment with Oregon Department of Human Services (DHS), Child Welfare Programs or Tribal Child Welfare with one of the 9 federally recognized tribes in Oregon, in repayment of the tuition assistance for the number of years that the student received tuition support (ie: 2 years of support is equal to 2 years of employment).

**** Award recipients who are not already employed by Oregon DHS Child Welfare or Tribal Child Welfare (recruits) must:

- Interview for *ALL* qualifying positions as an SSS1 or higher up to 70 miles one-way from their home address. It is important to note that you must also respond and attend *ALL* invitations to interview. Failure to respond to an interview invitation could result in being dropped off the priority interview list and further invitations.
- Accept an offer of employment in a qualified position up to 70 miles one way from their home address within 6 months of graduating. Employment is not guaranteed and recipients must be hired on their own merits.

Please complete and return the following application materials: (Please read through all requirements before starting the process.)

A. **Application for Tuition & Educational Support form.** (All required information has an asterisk (*) next to it.)

B. **Personal Statement Questions** of no more than 1000 words for all questions combined (an average of 200-300 words per question), regarding your reasons for applying to CWEP. Please number each response in alignment with the questions below and clearly and concisely answer each question prompt. (*Please do not use the "personal statement" submitted with your School of Social Work application.*)

1. How do your professional goals and career aspirations align with a long-term career in Child Welfare after graduation?
2. Please describe your experience working with people different than yourself (race/ethnicity, gender, disability, or sexuality etc), particularly any experience with children and families involved with or at risk of involvement with Child Welfare.
3. The mission of CWEP is to improve outcomes for children and families through the education of the public and tribal Child Welfare workforce. Please describe what you hope to learn through the BSW or MSW program that will enhance your skills working in Child Welfare.

4. Please read the scenario below and answer the following questions: Discuss the issues and dynamics that would be relevant in working with each of the family members. How does this case impact you and your belief system?

Maria and Carlos are ages 4 and 6. They lived with their parents until their maternal grandmother called the child abuse hotline telling them that she suspected her son-in-law of inappropriate sexual contact with her grandchildren when her daughter (the mother) was at work during the evening hours. When interviewed, the children kept changing their story. The father vehemently denies any abuse ever happened. Because the grandmother has never approved of their marriage, the children's mother believes the father. The children were temporarily placed in the grandmother's home rather than in foster care.

- C. One copy of your resume. (For each job or volunteer opportunity please include: 1) Job Title, Agency, and Location, 2) The month/year for BOTH start and end dates, 3) The job duties you performed and skill set you utilized, and 4) Please name the diverse populations you worked with, if any.
- D. Signed "Release of Information Consent" to allow members of the PSU/DHS Selection Committee to review your application for admittance to the School of Social Work and your application to the Child Welfare Education Program.
- E. Three completed Letters of Reference. If you are currently a student in the School of Social Work, it is preferred that one letter of reference be from an instructor in the school. Please note current DHS employees must have their supervisor provide a letter of reference. Your references are being asked to return their letters of reference to you in a sealed envelope with their signature on the back over the closed flap (you will include these when you mail your application packet) or via email to Laurie Leasure. Please see "Letter of Reference" section for e-mail guidelines. (We request two of your references be different from your SSW Application.)

For current DHS Child Welfare staff only (* Please note while Tribal Child Welfare employees are highly encouraged to apply, the requirements below apply only to DHS employees and no additional materials are needed for Tribal Employees):

Signed DHS/Management Team Approval. DHS Child Welfare employees must be employed by Oregon Child Welfare at least two consecutive years by the CWEP application due date, January 15th.

For Recruits only(not an employee of Child Welfare), complete the following tasks:

H. Complete the Child Welfare Education Self-Assessment (you do not need to attach this with your application). Please note: All materials listed above in A-E (and F for DHS CW employees) must be submitted together as a packet. Reference forms and letters can be returned to the applicant, or a reference may scan and e-mail the completed reference form and letter. (Please see the "Letter of Reference" form for directions. If e-mailed the applicant needs to include the list of reference names with their application.) Also, please print off and sign the application where it asks for your signature).

I. View the realistic job preview videos: "Child Protective Services; Permanency, Screening; and Certification" (links provided inside the Child Welfare Education Self-Assessment above).

Applications may be scanned and e-mailed (if e-mailed, type in the subject line: 2020-21 CWEP Application - Applicant Name), or Postmarked no later than January 15, 2020. Please mail all materials to: Laurie Leasure, Child Welfare Education Program, Richard & Maurine Neuberger Center, Center for Improvement of Family and Children Services, Portland State University, 1600 SW 4th Avenue, Portland, OR 97201

Please contact Laurie Leasure, CWEP Program Assistant for questions or exceptions to the application due date. She can be reached at 503.725.8284 or lleaseure@pdx.edu.

Portland State University and the Oregon Department of Human Services are affirmative action/equal opportunity institutions. Please notify us if you require accommodation.

**APPLICATION FOR TUITION & EDUCATIONAL SUPPORT
CHILD WELFARE PARTNERSHIP/CHILD WELFARE EDUCATION PROGRAM**

*Last Name: _____ *First Name: _____ *Middle: _____

*Home Address: _____

*Primary Phone: _____ *Second Phone: _____

*E-mail: _____ *Date of Birth: _____

*PSU Identification Number (if applicable): _____

*Have you applied for the Child Welfare Education Program before? No Yes If yes, what year? _____

* Will you be applying for the MSW Culturally Responsive Leaders Program (CRL)? Yes No

Please click on www.pdx.edu/ccf/culturally-responsive-leaders for more information.

***Program:** (please select one program)

I am applying for the BSW Child Welfare Education Program for funding beginning fall term of my senior year. I am a BSW
 Campus Option Online Hybrid Option

I am applying for the MSW Child Welfare Education Program. I have applied for, or I am enrolled in the following program. SSW Campus (Portland):

Two-Year Three-Year Advanced Standing

MSW Online Option

MSW Distance Option (site): _____

*Which year of the MSW program will you be applying for?

First Second Third year of the MSW program.

Work:

*Current Employer: _____

*Business Address: _____

*Business Phone: _____ *Business Fax: _____

*Position/Job Title: _____ *Check one: Full time Part time Other: _____

*Supervisor: _____ *Supervisor Phone #: _____

*Supervisor Email: _____ * Program Manager: _____

*Are you currently a DHS/Tribal CW employee? No Yes *Date employed in CW (month/year): _____

*Are you currently a DHS/Self-Sufficiency employee? No Yes *Date employed (month/year): _____

*Office/Branch/Tribe Name if CW employee: _____

*Do you have a valid driver's license? No Yes

*Are you legally authorized to work in the United States? Yes No

***Criminal Record:**

Students have to be eligible for Child Welfare internship and employment. Child Welfare involvement and previous criminal history will be reviewed before being accepted into a Child Welfare field placement. Students convicted of certain criminal offenses or child welfare involvement may not be eligible for employment with DHS and/or some field placement organizations. To assist us in processing your application, please complete the questions below: Have you ever been convicted of any crime in any jurisdiction? No Yes - *If yes, please supply the following information:

Offense: _____

State: _____

Date: _____

Outcome: _____

***Documentation:** Please check off what has been completed below. Thank you.

- Personal Statement Questions
- Copy of resume, formatted per the instructions above
- Three completed letters of reference (if sending by email, please submit a note including reference name)
- Consent to review SSW file
- For DHS staff only:** Signed DHS Management Team Approval and Letter of Reference
- For Recruits (non DHS Child Welfare employees) only:** I have completed the Self-Assessment.
- For Recruits only:** I have watched the four realistic job preview videos on "Child Protective Services; Permanency, Screening; and Certification."

I understand continuation of this program is contingent upon future funding.

***Applicant Signature (Print and Sign Here)**

***Date**

Please complete the following information. Questions that are required have an asterisk (*) next to it.

Gender: _____

We realize that race/ethnicity is not a biogenetically determined classification.

Select one or more races to indicate what you consider yourself to be.

1. American Indian, Native American or Alaskan Native

Tribal Affiliation: _____

2. Asian

3. Black or African American

4. Hispanic or Latinx

5. Native Hawaiian or Other Pacific Islander

6. White

7. Middle Eastern/North Africa/South Asian

8. Other: _____

Which languages are you fluent in:

American Sign Language

Arabic

Chinese

English

Farsi

French

German

Hindi

Italian

Korean

Russian

Spanish

Tagalog

Vietnamese

Other: _____

*** Please be aware that by applying to CWEP, you are agreeing to participate in a Child Welfare field internship for the following academic year regardless of your acceptance into CWEP. Please check here that you agree to be placed in a Child Welfare placement. This applies to applicants who are BSW students, 2-year MSW students, and all part-time MSW students in their final 2 years of the program at the time of application.**

***Please also be aware you will be required to take a child welfare course if you are selected to CWEP. If you are a BSW student you can take SW 320U "Introduction to Child Welfare" your junior or senior year. If you are a MSW student, you will take a three credit elective in your advanced year. (You can contact CWEP staff at any point if you have questions on how this applies to your specific situation.) Please check here that you have reviewed this and understand there is a child welfare elective/course that you have to take.**

DHS MANAGEMENT TEAM PSU/CWEP APPLICANT APPROVAL FORM

This form must be completed for any applicant who is a current employee of DHS and wishes to participate in the Child Welfare Education Program (CWEP).

Applicant Name	OR Number	Date	
Applicant is applying for (circle one):	BSW	MSW	MSW and CRL program

****Applicants employed by DHS Self Sufficiency are considered a recruit, and, upon graduation, the applicant must obtain an eligible position with the Child Welfare Program in order to use work as a payback option.**

Supervisor

The above-named applicant is applying for participation in the Child Welfare Partnership's Child Welfare Education Program. The applicant has discussed the individual application process, their readiness for balancing school and work, and the need for their supervisor's support for up to 3 years to accomplish this goal of furthering their education.

As the assigned supervisor of this individual, I confirm that the applicant's employment status is in good- standing and the applicant has worked for DHS for a minimum of two years at the time of application.

Supervisor's Signature	Date
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Management Team

We are aware that participation in the PSU-CWEP requires the applicant to complete the following:

- Field Placement – Sixteen (16) hours per week for eighteen(18) months (MSW)
- Internship – varies per program (BSW and MSW)
- 8 to 12 hours of class per week
- Assigned supervisors and management team acknowledge their responsibility to be informed of the student's responsibilities, if accepted into the program.
- Upon the acceptance of the employee into the CWEP, the management team understands that it is its responsibility to work directly with the employee to support her/his efforts in school and in the BSW/MSW practicum requirements as outlined in the student agreement (contact Laurie Leasure for a copy at lleasure@pdx.edu).

Program Manager – Printed Name	Signature	Date
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District Manager – Printed Name	Signature	Date
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Branch/Office	Phone Number
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**CHILD WELFARE PARTNERSHIP
CHILD WELFARE EDUCATION PROGRAM
LETTER OF REFERENCE COVER SHEET**

Name of reference (please print): _____ Job Title: _____

Preferred address: _____ Phone: _____

Name of applicant: _____

TO BE COMPLETED BY REFERENCE:

The above applicant is applying for tuition and educational support to complete either a Bachelor or Master of Social Work degree at Portland State University, in partnership with the Oregon Department of Human Services and the Child Welfare Partnership's Educational Program. Your assessment of the applicant will assist the selection committee in determining the applicant's fit for participation in the educational stipend program. Please answer the following questions about the applicant truthfully to the best of your ability, and attach your responses to the questions below on a separate sheet of paper. If you have concerns about the applicant, please note them in your letter. Please include the following information in your letter of recommendation (this letter is required):

1. How long have you known the applicant and in what capacity?
2. Please tell us about the applicant's ability to develop and maintain constructive working relationships.
3. How does the applicant engage in interactions with clients, co-workers, peers, and superiors?
4. What is your sense of the applicant's organizational and time management skills?
5. What is your sense of the applicant's ability to effectively balance life, work, and school obligations?
6. What is your sense of the applicant's potential to positively impact practice in a child welfare setting.

Please select one recommendation (below) of the applicant, and explain why you selected that recommendation in the comments section. If you need additional space, please include a separate piece of paper, or write on the back of this form.

<input type="checkbox"/> Highly recommend	Comments:
<input type="checkbox"/> Recommend	Comments:
<input type="checkbox"/> Recommend with reservations	Comments:
<input type="checkbox"/> Do not recommend	Comments:

Print Name

Signature

Date

Please return your cover sheet and letter of reference directly to the applicant in a sealed envelope. Please also sign the sealed envelope on the back over the closed flap, or scan and e-mail the completed cover sheet and letter of reference to Laurie Leasure at lleasure@pdx.edu. Please type in the subject line: 2020-21 Reference Letter - Applicant First and Last Name and attach both documents in one e-mail. Thankyou.

RELEASE OF INFORMATION CONSENT

I agree to allow members of the Portland State University, School of Social Work and the Oregon Department of Human Services Tuition and Educational Support Selection Committee to have access to my student/application file at the School of Social Work. I understand these materials may be reviewed by the committee to assist them in evaluating my application for educational assistance through the Child Welfare Education Program.

*Name (please print): _____

*Signature (**print and sign here**): _____

*Date: _____

Please return with your application packet. If you have any questions or concerns regarding this release, please contact Laurie Leasure, Child Welfare Education Program Assistant at 503-725-8284 or lleasure@pdx.edu.