Leader Standard Work - Senior Child Safety Advisor

Month:

Updated: 9/3/19

	Daily Activities	Week 1					Week 2					Week 3					Week 4					Week 5				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	Respond to emails																									
	Respond to phone calls/voicemails																									
	Respond to all incoming correspondence																									
	Check/Respond to OCWI Referral																									
	Check/Respond to At Risk Runaways referrals																									
	On-Call/After Hours calls - Safety Advisor																									
	Staff Investigation to ensure Child Safety																									

Day	Weekly activities	Week 1	Week 2	Week 3	Week 4	Week 5
	Update Time Card					
	Attend OCWI Management Huddle					
	Attend OCWI Accountability Call					
	Review OCWI Overdue Reports - Tableau					
	Complete Grievances					
	Observe/Mentor OCWI Managers					
	Observe/Mentor OCWI Investigators					
	Review supervisor safety kanban					
	Review Investigation Kanban					
	Review 45+ Check List					
	Follow up on countermeasures					
	On Call Manager's Rotation					

Month	Quarterly Activities	Status	Month	Annual/Bi-Annual Activities	Status
	Attend Region Supervisor Quarterly			Review MAP with supervisor	

Week	Monthly Activities	Status	Follow Up	Owner	Target	Actual
	1:1 with OCWI Chief					
	OCWI Managers Meeting					
	Audit FFA exceptions					
	Review Safety Decisions - min 1 per month per unit					
	Attend Community/Provider Meeting					

Follow Up	Owner	Target	Actual