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Virginia  
Home Visiting  
Consortium



Infant & Toddler  
Connection of  
Virginia

## **VIRGINIA HOME VISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR COMPETENCIES**

The Supervisor Competencies represent the essential knowledge and skills that Virginia home visiting supervisors need to support home visitors in their work with families.

**VIRGINIA HOMEVISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR  
COMPETENCIES**

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# VIRGINIA HOMEVISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR COMPETENCIES

## INTRODUCTION:

The Infant & Toddler Connection of Virginia (ITCVA) is the statewide Part C, early intervention system for children birth to age three with disabilities and their families. The Virginia Home Visiting Consortium (HVC) is a collaboration of statewide early childhood home visiting programs, including Part C, early intervention. Through the work of the Virginia Cross-Sector Professional Development (VCPD) Team, which promotes planning, implementation and evaluation of coordinated early childhood professional development, the HVC and the ITCVA have partnered to develop a set of mutually agreed upon universal competencies to guide home visitor and early intervention supervisors. Recognizing, however, that the HVC and the ITCVA may have agency-specific requirements, each agency developed additional competencies specific to their own system. Believing that high quality supervision is essential, these Supervisor competencies represent the necessary knowledge and skills needed to support home visiting and early intervention staff in their work with families.

The following core values are integrated throughout each of the competency areas:

- The home visitor-supervisor relationship provides the foundation for home visiting practice.
- Home visiting supervision is:
  - Built upon family-centered practices.
  - Collaborative.
  - Reflective.

We wish to express our gratitude to The Ounce Training Institute, Zero to Three and to our MIECHV (Maternal, Infant, and Early Childhood Home Visiting) partners, the Home Visiting Systems of Michigan, Minnesota, Tennessee and Illinois, for generously sharing their competency work with our committee.

**VIRGINIA HOME VISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR  
COMPETENCIES**

<b>VIRGINIA HOME VISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR COMPETENCIES - SUMMARY</b>	
<b>Competency</b>	<b>Description</b>
<b>Competency 1: Home Visiting Practice</b> 1.1. Continuum of Services 1.2. Evidence-Based Practices, Curricula, Parent Education, and Coaching 1.3. Builds capacity in home visitors	Knowledge of effective home visiting is an integral part of the supervisor’s role. Supervisors must be able to direct and support staff in their efforts to engage, support, and serve families enrolled in home visiting programs.
<b>Competency 2: Program Administration</b> 2.1. Program Planning, Implementation, Monitoring, and Evaluation 2.2. Legal and Ethical Practice	Effective and efficient program administration is essential to the mission of the organization. Supervisors must be able to plan and monitor all aspects of the program to achieve the objectives and develop program capacity.
<b>Competency 3: Program Leadership</b> 3.1. Leadership 3.2. Personnel Recruitment, Retention and Performance 3.3. Professional Development of Self and Staff	The supervisory relationship provides the foundation for home visitors to provide high quality home visiting services.
<b>Competency 4: Community Partnerships and Resources</b> 4.1. Collaborates with Other Agencies 4.2. Uses Effective Partnerships 4.3. Promotes Public Awareness 4.4. Supports Staffs’ Knowledge of Community Resources 4.5. Assists Staff to Anticipate and Promote Families’ Competence in Accessing Community Resources	Home visiting programs rely on community relationships to meet the complex needs of families. Supervisors must have the ability to identify, build and maintain collaborative partnerships with other community agencies serving families.

# VIRGINIA HOMEVISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR COMPETENCIES

## Competency 1: Home Visiting Practice

Knowledge of effective home visiting is an integral part of the supervisor's role. Supervisors must be able to direct and support staff in their efforts to engage, support, and serve families enrolled in home visiting programs.

### 1.1. Demonstrates knowledge of the continuum of services for families and young children, including:

- Informal supports and community resources
- Home visiting and parent education services
- Early childcare and education
- Early intervention

### 1.2. Demonstrates and shares current evidence-based practices, curricula in home visiting, parent education, and coaching.

### 1.3. Builds capacity in home visitors to address the needs of the child, family, and/or the community.

## Competency 2: Program Administration

Effective and efficient program administration is essential to the mission of the organization. Supervisors must be able to plan and monitor all aspects of the program to achieve the objectives and develop program capacity.

### 2.1. Program Planning, Implementation, Monitoring, and Evaluation

2.1.a. Uses evidence-based practices in the field, including frequency and intensity of service delivery, caseload guidelines, and supervision needs of home visitors and parent educators.

2.1.b. Uses data-informed decision making in program management, oversight and improvement planning.

2.1.c. Implements a variety of evaluation and quality assurance mechanisms (e.g., needs assessment, qualitative and quantitative measures, record reviews [or review of documentation], parent and staff surveys) to support program improvement.

2.1.d. Understands and provides budget and fiscal oversight.

### 2.2. Legal and Ethical Practices

2.2.a. Accurately and clearly explains and adheres to agency, federal, state, and local laws and policies affecting documentation, confidentiality, personnel practices and professional boundaries.

2.2.b. Assures prompt and appropriate report of harm or threatened harm to child health and welfare to Child Protective Services.

# VIRGINIA HOMEVISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR COMPETENCIES

## **Competency 3: Program Leadership**

The supervisory relationship provides the foundation for home visitors to provide high quality home visiting services.

### **3.1. Leadership**

- 3.1.a. Effectively communicates orally and in writing.
- 3.1.b. Models and develops with staff positive attitudes and interactions by responding with genuine warmth, interest, positive regard, and sensitivity.
- 3.1.c. Respects, accepts and appreciates staff members' values and individual perspectives .
- 3.1.d. Promotes a healthy team environment for continuous improvement and achievement by demonstrating and encouraging trust, openness and responsiveness.
- 3.1.e. Identifies and clarifies staff roles and responsibilities.
- 3.1.f. Uses effective conflict resolution strategies.

### **3.2. Personnel Recruitment, Retention and Performance**

- 3.2.a. Oversees recruitment and retention of qualified, diverse and culturally competent staff.
- 3.2.b. Provides and documents formal evaluations and informal feedback on individual staff performance.
- 3.2.c. Reviews and monitors staff documentation.

### **3.5. Professional Development of Self and Staff**

- 3.5.a. Monitors personal needs for professional growth and seeks learning opportunities.
- 3.5.b. Assesses and supports each staff member's ongoing needs for professional development, particularly when new knowledge and skills are required (such as when newly hired; there is a change in job responsibilities, policies or procedures; or there is a need to strengthen performance.)
- 3.5.c. Ensures that staff members receive periodic retraining in essential functions and provides staff with opportunities for career and professional development .
- 3.5.d. Ensures that staff members maintain a professional development plan and a record of individual professional development .
- 3.5.e. Promotes integration of training into practice.

# **VIRGINIA HOMEVISITING/EARLY INTERVENTION UNIVERSAL SUPERVISOR COMPETENCIES**

## **Competency 4: Community Partnerships and Resources**

Home visiting programs rely on community partnerships to meet the complex needs of families. Supervisors must have the ability to identify, build and maintain collaborative relationships with other community agencies serving families.

**4.1. Collaborates with other community service agencies to build relationships across agencies serving children and families and supports staff to sustain these relationships.**

**4.2. Uses partnerships to address unmet needs and to reduce duplication of services.**

**4.3. Promotes public awareness to ensure families and community agencies are informed of available services.**

**4.4. Demonstrates and supports in staff a working knowledge of formal and informal community resources, including those that provide social, financial, health, and other services to children and families.**

**4.5. Assists staff to anticipate and promote families' competence and confidence in accessing formal and informal resources to meet their needs.**