



## **2020 Award Nomination Packet**

### **Outstanding Community Health Worker Supervisor Award**

#### **Recognition of Awardee:**

The “Outstanding Community Health Worker Supervisor” award will identify one exceptional Community Health Worker (CHW) Supervisor for their service and excellence. The award winner will be recognized and receive a commemorative plaque to be presented at the Texas Health Literacy Conference which will be held in San Antonio, Texas October 12-16, 2020. Profile of the awardee will be disseminated to local papers, public health and state foundations newsletters, posted on The Health Collaborative web page and social media outlets.

#### **Nomination Process:**

1. Nominations may be submitted by another individual or directly by the nominee.
2. Nominations are to be submitted to [Jordan.mcilveen@healthcollaborative.net](mailto:Jordan.mcilveen@healthcollaborative.net) **no later than Monday, September 28<sup>th</sup> at 5:00 pm.**
3. Please DO NOT alter the format or order of the nomination form. Applications received in altered formats will not be considered.
4. A Nomination Review Committee made up of representatives from the community who have served as practitioners, supervisors or mentors who have worked alongside CHWs who will review the nominations using an evaluation score sheet.
5. All submissions must be complete. Incomplete applications **will not** be considered.

#### **PLEASE NOTE:**

All questions should be submitted to [Jordan.mcilveen@healthcollaborative.net](mailto:Jordan.mcilveen@healthcollaborative.net) and will be answered as quickly as possible.

Remember, nominations forms must be completed in its entirety to be considered.

*This nomination packet is adapted, with permission, from The Massachusetts Association of Community Health Workers.*

**Thank you in advance!**

## **Background:**

The Health Collaborative wishes to actively recognize and honor the outstanding service, dedication, and excellence of individuals who serve their communities as Community Health Workers (CHWs). The Pathways Community HUB, a program hosted by The Health Collaborative, utilizes a team of CHWs from agencies across San Antonio to support individuals and families with multiple, complex needs. It is a priority of the HUB and therefore of The Health Collaborative to support the CHW workforce in San Antonio to improve the health of the community.

## **Permissions:**

By submitting a nomination for the Outstanding Community Health Worker Award, Nominator and Nominee agree that all or parts of the information contained within the nomination can be released by The Health Collaborative in forms that may include, but are not limited to, press releases, website postings, e-mail announcements, social media, photographs, and newsletter articles.

## **Award Criteria:**

For consideration, nominees for the "Outstanding CHW Supervisor Award":

- a) Must be a community health worker supervisor or promotora supervisor
- b) Reside in the State of Texas
- c) Have made a significant contribution to community health and development of CHWs;
- d) Be an advocate for the community served; and
- e) Nominee may be from any discipline or health focus
- f) Members of the award committee are not eligible for nomination

### **Community Health Worker Supervisor Award: Nomination Process and Requirements**

- The complete **Nomination Form** submitted. (5 points).
- **Two Nomination Statements** regarding the nominee: Part I completed by at least one CHW. Part II completed by a program administrator within the organization that employs the nominee (CEO, Manager, etc.) (80 points total)

Part I. to be completed by at least one CHW (40 points)

A. Please tell us how your supervisor demonstrates that s/he:

- i. Believes in and promotes the CHW model (5 points)
- ii. Understands the history and nature of the CHW field and workforce (5 points)
- iii. Fosters your professional growth (5 points)

B. Provides you with adequate and regular supervision. Please highlight one or more (20 points):

- i. Clearly establishes work structure and assists you in setting professional boundaries
- ii. Monitors and manages your performance and sets reasonable expectations
- iii. Assist you in adapting to the work culture
- iv. Mentors you
- v. Provides opportunities for CHWs to provide program feedback and assist with decision making
- vi. Allows you to work independently when appropriate
- vii. Recognizes good performance

Part II. to be completed by an organization administrator (CEO, Project Manager, etc.) (40 points)

- A. Please tell us how the nominated supervisor demonstrates that s/he
- i. Believes in and promotes the CHW model (5 points)

- ii. Fosters the professional growth of CHWs (5 points)
- B. How long has this individual worked as a CHW supervisor (5 points)
- C. Please describe the goals, population(s) and community (ies) served by the program of which nominated supervisor is a staff (5 points)
- D. How has the nominee contributed significantly to improving health outcomes and access to health care services for their target community? Examples include: improved health status; increased health knowledge; created opportunities for CHWs to lead, formed collaborative groups featuring CHW members, increased access to services (including policy changes by mean of advocacy work); cessation of adverse behavior; adoption of positive behaviors (increased physical activity, weight loss, etc.). (20 points)

**Nominees are eligible to earn a total of 80 points.**

# The 2020 CHW Summit Community Health Worker Supervisor Award: Nomination Form

Note: Nominations may be submitted by another individual or directly by the nominee.

**For Office Use Only;**

**Date and Time application received:** \_\_\_\_\_

**Application Complete: Y/N**

*(5 points allocated for completed nomination form)*

**Name of Nominee:** *(As it would appear on the award)*      **Place of Employment:**

**Nominee Address:**

**City:**

**State:**

**Zip Code:**

**Work Phone Number:**

**Email:**

**Name of Nominator:**

**Title:**

**Organization:**

**Mailing Address:**

**Work Phone Number:**

**Email:**

**Nomination Statement Part I. Completed by CHWs (40 points total)**

Part I. To be completed by at least one CHW supervised by the Nominated Supervisor and **not to exceed one single spaced, typed page.**

The Nomination Statement should outline specific ways in which the supervisor performs her/his/their role with excellence according to the following criteria\*:

1. Please tell us how your supervisor demonstrates that s/he/they
  - a. Believes in and promotes the CHW model
  - b. Understands the history and nature of the CHW field and workforce
  - c. Fosters your professional growth
  - d. Provides you with adequate and regular supervision.
2. Please highlight one or more
  - a. Clearly establishes work structure and assists you in setting professional boundaries
  - b. Monitors and manages your performance and sets reasonable expectations
  - c. Assist you in adapting to the work culture
  - d. Mentors you
  - e. Provides opportunities for CHWs to provide program feedback and assist with decision making
  - f. Allows you to work independently when appropriate
  - g. Recognizes good performance

*\*Best Practice Guidelines for Implementing and Evaluating Community Health Worker Programs in Health Care Settings, Sinai Urban Health Institute (SUHI), 2014*

**Nomination Statement Part II. Completed by organization administrator (40 points total)**

Part II. to be completed by an organization administrator (CEO, Project Manager, etc.) and **not to exceed one single spaced, typed page.**

1. Please tell us how the nominated supervisor demonstrates that s/he/they
  - a. Believes in and promotes the CHW model (5 points)
  - b. Fosters the professional growth of CHWs (5 points)
2. How long has this individual worked as a CHW supervisor (5 points)
3. Please describe the goals, population(s) and community (ies) served by the program of which nominated supervisor is a staff (5 points)
4. How has the nominee contributed significantly to improving health outcomes and access to health care services for their target community? Examples include: improved health status; increased health knowledge; created opportunities for CHWs to lead, formed collaborative groups featuring CHW members, increased access to services (including policy changes by mean of advocacy work); cessation of adverse behavior; adoption of positive behaviors (increased physical activity, weight loss, etc.). (20 points)