

MA Association of Community Health Workers

2020 Massachusetts Outstanding CHW Supervisor of the Year Award

Award Benefits

MACHW will provide the following to the awardee:

The CHW awardee will receive an award plaque during the CHW Conference in Norwood, MA on May 7, 2020

Profile of the awardee will be disseminated to local papers, public health and state foundations newsletters, posted on MACHW's web page and social media outlets

Registration fees for the CHW Annual Conference will be waived.

Awardee will receive a certificate of award from MACHW by mail if not attending the CHW Annual Conference.

Nomination Deadline: April 16, 2020

Please submit your nominations to Patrice Jean, CCHW at patrice.jean@bmc.org

Background

The Massachusetts Association of Community Health Workers (MACHW) wants to recognize and honor the outstanding service, dedication, and excellence of individuals and groups of individuals who serve their communities as Community Health Workers (CHWs). The APHA definition of a CHW is: "A frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served. This trusting relationship enables the CHW to serve as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery." CHWs may use other titles (e.g. patient navigator, outreach worker, etc.) we encourage you to nominate anyone who fits the above description.

To honor those efforts, MACHW has three awards:

- Outstanding CHW of the Year Award
- Outstanding CHW Supervisor of the Year Award
- Outstanding CHW Program of the Year Award

In 2020, three awards will be given. The "Outstanding CHW of the Year Award" will recognize one outstanding CHW for her/his/their service and excellence. The "Outstanding CHW Supervisor of the Year Award" will recognize one outstanding CHW Supervisor for her/his/their service and excellence. The "Outstanding CHW Program of the Year Award" will be given to a group of outstanding CHWs. Please refer to the group packet to apply for these awards. Awards are open to CHWs in Massachusetts

Permissions

By submitting a nomination for the MACHW Awards, Nominator and Nominee agree that all or parts of the information contained within the nomination can be released by MACHW in forms that may include but are not limited to press releases, website postings, e-mail announcements, and newsletter articles.

Cause for Award Revocation

MACHW reserves to the right to revoke an award after informing the recipient of receipt but prior to accepting the award at the PN/CHW Annual Conference for the following reasons: unethical actions on the part of the recipient; and unbecoming behavior while serving as a CHW so that the CHW is no longer in good standing with his or her community

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2020 Massachusetts Outstanding CHW Supervisor of the Year Award Nomination Process & Requirements

The following are required to nominate an Outstanding CHW Supervisor for the Award:

1. The completed **MACHW Award Nomination Form**
2. **Two (2) Nomination Statements.** One completed by at least one CHW, see Section A below. A second Nomination Statement must be completed by a program administrator within the organization that employs the nominee (CEO, Manager, etc.), see Section B below. Each nomination statement should not exceed one single spaced, typed page, 1” margins, 12pt font.

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

Part I. to be completed by at least one CHW*

- A. Please tell us how your supervisor demonstrates that s/he:
 - i. Believes in and promotes the CHW model
 - ii. Understands the history and nature of the CHW field and workforce
 - iii. Fosters your professional growth
- B. Provides you with adequate and regular supervision. Please highlight one or more
 - 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.)

- A. Please tell us how the nominated supervisor demonstrates that s/he
 - i. Believes in and promotes the CHW model
 - ii. Fosters the professional growth of CHWs
 - B. How long has this individual worked as a CHW supervisor
 - C. Please describe the goals, population(s) and community (ies) served by the program of which nominated supervisor is a staff
3. **Supplemental Materials (optional).** The nominators may submit additional materials that demonstrate the hard work and dedication of the nominee. Supplemental materials may be scanned and emailed and MAY NOT exceed 10 pages in length. Examples may include: case stories; letters of recommendation from the target population; news clippings, etc.

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

MA Association of Community Health Workers

2020 Massachusetts Outstanding CHW Supervisor of the Year Award Application Checklist

In order to make sure your nomination is complete, please complete the checklist below. Note: Nominations without all required information **CANNOT** not be considered.

Full Name of Nominee: _____

- _____ Completed MACHW Award Nomination Form
- _____ CHW Nomination Statement (Section A)
- _____ Organization Administrator Nomination Statement (Section B)
- _____ Supplemental materials (optional)
- _____ Award Feedback Form (optional)

Please email nominations along with all required information as outlined on the checklist to Patrice Jean, CCHW at patrice.jean@bmc.org no later than April 16, 2020

MA Association of Community Health Workers

2020 Massachusetts Outstanding CHW Supervisor of the Year Award Nomination Form

Part I. Information about the person being nominated (Nominee)

1. Name
2. Title
3. Organization
4. Organization's Address
5. Phone Number
6. Email
7. Name of Supervisor/Manager
8. Supervisor/Manager's phone
9. Supervisor/Manager email

Part II. Information about the person doing the nomination (Nominator)

1. Name
2. Title
3. Organization
4. Organization's Address
5. Phone Number
6. Email

Please complete this form and forward to: patrice.jean@bmc.org

MA Association of Community Health Workers

2020 Massachusetts Outstanding CHW Supervisor of the Year Award Nomination Statement Part I. Completed by CHWs

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

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
 - 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

2. Provides you with adequate and regular supervision. 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*

MA Association of Community Health Workers

2020 Massachusetts Outstanding CHW Supervisor of the Year Award Nomination Statement Part II. Completed by Organization's Administrator

To be completed by an administrator within the organization employing supervisor (CEO, Project Manager, etc.)

1. Please tell us how the nominated supervisor demonstrates that s/he,
 - a. Believes in and promotes the CHW model.
 - b. Fosters the professional growth of CHWs
2. How long has this individual worked as a CHW supervisor
3. Please describe the goals, population(s) and community (ies) served by the program of which nominated supervisor is a staff

MA Association of Community Health Workers

2020 Massachusetts Outstanding CHW Supervisor of the Year Award Supplemental Materials

Please list the names/resources and give a brief description of any additional supplemental materials. Examples of supplemental materials (but not limited to) include: case stories; letters of recommendation from the target population; news clippings; press releases; articles/publications; reports on project outcomes; letters from partnering agencies; video clips of CHW assisting a client; community events, news program, newsletters; education materials or tools developed by the CHW, etc.

- 1.
- 2.
- 3.
- 4.
- 5.