**[Insert organisation name/logo]**

**CAPABILITY DEVELOPMENT AND REVIEW FORM**

**Employee information**

|  |  |
| --- | --- |
| **Employee name and position** |  |
| **Length of time in position** |  |
| **Length of time with the organisation** |  |
| **Supervisor name and position** |  |

**Review information**

|  |  |
| --- | --- |
| **Review date** |  |
| **Review section** | Domain 3: Access and Equity[ ]  Recognise and respect the strengths, dignity and rights of people accessing AOD services[ ]  Incorporate strategies to promote social inclusion and to eliminate stigma and discrimination[ ]  Work respectfully and inclusively with people from diverse backgrounds[ ]  Understand, respect and promote the history, culture and rights of Aboriginal and Torres Strait Islander peoples[ ]  Regard and promote engagement of family and significant others as an integral component of AOD service delivery |

**Assessment ratings**

|  |  |
| --- | --- |
| **Met** | Indicators met |
| **Developing** | Indicators partially met |
| **Not met** | Indicators not met |

| **Domain 3: Access and equity** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Recognise and respect the strengths, dignity and rights of people accessing AOD services** | * + 1. Works alongside and in partnership with people in a manner that values their strengths and expertise
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Applies the principles of all relevant state, national and international standards on human rights and responsibilities
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Treats people fairly and equitably, showing consideration and respect for all people
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Develops and adjusts own approach to facilitate empowerment, and works to eliminate all violations of human rights and social justice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises and supports the principles of autonomy and self-determination by actively and genuinely engaging people in all planning, decision making and goal setting
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Recognise and respect the strengths, dignity and rights of people accessing AOD services** | * + 1. Provides information to people about their rights in a way that supports them to understand and exercise their rights
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Advocates for non-disclosure of sensitive and confidential information where there are concerns that disclosure could adversely affect a person
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Ensures that people are aware of organisational feedback and complaint processes and how to use them
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 3: Access and equity** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Incorporate strategies to promote social inclusion and to eliminate stigma and discrimination** | * + 1. Recognises and understands the pervasive impacts of stigma and discrimination on people who use AOD, their families and significant others
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Supports people to remain engaged in services, and counters the stigma and judgement that people may face by creating a welcoming, safe and supportive environment
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Acknowledges the impact of language with respect to stigma and discrimination, and role models language that is non-judgemental, person-centred, strengths-based and empowering
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Recognises and takes steps to overcome biases and safeguard people against stigmatising and discriminatory behaviour
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Incorporate strategies to promote social inclusion and to eliminate stigma and discrimination** | * + 1. Actively pursues and engages in activities that promote social inclusion, anti-discrimination and the de-stigmatisation of AOD use and of AOD-related health conditions
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 3: Access and equity** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Work respectfully and inclusively with people from diverse backgrounds** | * + 1. Focuses on genuinely understanding the needs and strengths of each person, including the person’s interpretation of their own identity, situation and experience
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Identifies and addresses service access and resource barriers to enable full and active participation, engagement and benefit
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Respectfully collects and records demographic information in line with relevant policies, protocols and guidelines
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Adapts and modifies practice in order to work effectively and inclusively with people with respect to their age, developmental level, language, culture, ability, sex, gender, sexuality, socioeconomic background, values, faiths, customs and beliefs
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Maintains a good working knowledge of relevant communities and of locally available services, and facilitates access as appropriate
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Work respectfully and inclusively with people from diverse backgrounds** | * + 1. Consults and engages meaningfully and collaboratively with community Elders, religious ministers, spiritual leaders, cultural advisors, traditional healers, local community-based organisations, peer and consumer advocates, interpreters and others as appropriate, in order to develop and provide culturally safe and responsive practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Critically reflects on the extent, limitations and impact of own knowledge, values, assumptions and beliefs, and seeks appropriate consultation, supervision and debriefing
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Engages in continuing professional development to maintain and advance cultural responsiveness
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 3: Access and equity** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Understand, respect and promote the history, culture and rights of Aboriginal and Torres Strait Islander peoples** | * + 1. Acknowledges the resilience, strengths, capacities and contributions of Aboriginal and Torres Strait Islander peoples
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Develops an understanding of Aboriginal and Torres Strait Islander history, and particularly the impact of colonisation on present-day grief, loss and intergenerational trauma within these communities
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Respectfully collects and records information identifying Aboriginal and Torres Strait Islander identity in line with relevant policies, protocols and guidelines
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Communicates in a culturally sensitive and respectful way, being mindful of potential mistrust of service providers as a result of policies that led to the Stolen Generations and to contemporary child removals
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Seeks to understand and show respect for Aboriginal and Torres Strait Islander cultural values, protocols and practices in a local context
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Seeks to understand and show respect for Aboriginal and Torres Strait Islander family and kinship structures
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Maintains a good working knowledge of relevant Aboriginal and Torres Strait Islander communities and of locally available services, and facilitates access as appropriate
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Consults and engages meaningfully and collaboratively with Aboriginal and Torres Strait Islander Elders, cultural advisors, traditional healers, local organisations and communities in order to develop and provide culturally safe and responsive practice
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Critically reflects on the extent, limitations and impact of own knowledge, values, assumptions and beliefs, and seeks appropriate consultation, supervision and debriefing
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

| **Domain 3: Access and equity** |
| --- |
| **Capability** | **Indicator** | **Rating** | **Action Plan** | **Timeframe-Status** |
| **Self** | **Supervisor** |
| **Regard and promote engagement of family and significant others as an integral component of AOD service delivery** | * + 1. Engages in practice that reflects that the person exists within a context of family, significant people, community and culture
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Works in partnership with the person to identify and involve family[[1]](#footnote-1) and carers as partners in care, when safe and appropriate to do so
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Engages with family and significant others in a way that validates and responds to their needs, strengths, goals, preferences and resources, and ensures that all parties feel heard, informed and supported
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Works to understand family/relationship structures, including roles and responsibilities, parental or carer responsibilities, and the nature of these relationships with the person
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Provides relevant and timely information to family and significant others, consistent with privacy and confidentiality requirements
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Regard and promote engagement of family and significant others as an integral component of AOD service delivery** | * + 1. Assists the person, their family and significant others to access and engage with appropriate services
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| * + 1. Appropriately identifies and addresses risks to the safety and wellbeing of children and parents
 | [ ]  Met[ ]  Developing[ ]  Not met | [ ]  Met[ ]  Developing[ ]  Not met |  |  |
| **Comments** |
|  |

1. The term ‘family’ here can refer to biological, adoptive, foster, chosen, nuclear and/or extended family, and recognises that a person’s family can include anyone identified by that person as being important in their life. [↑](#footnote-ref-1)