

# *Alan Webster Consultancies*

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## **SUPERVISION CONTRACT**

### **1. Purpose, Goals and Objectives of Supervision**

Supervision:

- promotes the development of supervisee's professional identity and competence;
- allows supervisee an external space in which to learn, grow, debrief and become critically reflexive of their work practices;
- encourages supervisee to work at above best practice guidelines for area of employment and the AASW practice standards;
- monitors and promote the values of the Social Work profession;
- encourage supervisee to remain active in the values and ethics of the Social Work profession;
- fulfills AASW supervision standards, ethics and mission statement.

### **2. Context and Content of Supervision**

(circle as appropriate)

Supervision will be:

- individual/group supervision at supervisor's office/phone on a weekly/fornightly/ monthly basis for one/two hours;
- multi-modal. A variety of methods will be used within the attached supervision framework (appendix A). Depending on greatest supervision need at time of contact, supervision may be tutorial based, process based, skill based, debrief or counselling around the work/personal interface;
- in addition to the above, supervision may be ad hoc where this is indicated at times of need or emergency and as negotiated with supervisor, supervisee and funding organization (or payer).

### **3. Method of Evaluation:**

Evaluation will be conducted in the following ways:

- dual feedback (supervisee/supervisor) will be provided each session;
- records will be limited to session details and major issues relevant to the supervision at hand. A formal, written, evaluation will be conducted every twelve months;
- supervision notes may be shared with supervisee on request.

#### 4. Duties and Responsibilities of Supervisor-Supervisee

Supervisor:

- encourage ongoing professional education;
- challenge supervisee to validate approach and technique used. Where supervisee is unsure, supervisor to assist in the enquiry and adaptation of theoretical frameworks into supervisee's work practice;
- monitor industry and sector specific skills (including micro-skills and advanced skills);
- provide alternative approaches for the supervisee to think about and try;
- intervene where client welfare is at risk (please note, confidentiality will be waived if supervisor assesses clients, colleagues or wider community members are at risk of harm from supervisee's practice, ethics, or actions);
- intervene where supervisee's welfare is at risk of harm (please note, confidentiality will be waived should supervisor assess that supervisee is of harm to themselves or at risk of harm by others);
- attend to legal requests for subpoena of any notes taken during supervision sessions;
- ensure ethical guidelines and professional standards are maintained;
- provide consultation when necessary. This may mean telephone, or email contact in between formal supervision sessions. In cases where it is likely to take excessive time of the supervisor, an addition supervision fee may be invoiced.

Supervisee:

- uphold ethical guidelines and professional standards;
- come to supervision with an agenda and prepared to review outcomes of the previous supervision;
- discuss client cases with the aid of case studies, vignettes, written case notes and/or tapes;
- clearly articulate and validate assessments made, approach chosen and techniques used in particular cases;
- remain open to change and alternative methods of practice;
- consult supervisor or designated service contact person in cases of emergency;
- consider and/or try supervisor case/program suggestions;
- maintain a commitment to on going practitioner education and requirements of supervisee's profession.

#### 4. Procedural Considerations

- supervisee's written notes, assessments, reports, programs, action plans or videos may be reviewed in sessions;
- issues related to the supervisee's professional development and practice **will be** discussed and some personal issues **may be** discussed;
- important and seminal issues experienced in the counselling/work/training setting will be raised and addressed in supervision. These issues may be raised by either the supervisee or the employer who may directly contact the supervisor;

- failure by the supervisee to redress such issues in a reasonable time frame will be considered a breach of contract and may result in relationship termination. Supervision is a serious and professional relationship where development includes being able to work on issues in a timely manner. A reasonable time frame is within a one month period of issues coming to the attention of the supervisor and being discussed within supervision;
- should the employer want to have a discussion with the supervisor, an appointment will need to be made and the supervisee will be told. Work related issues only will be discussed with the employer. Any personal counseling processes or information **WILL NOT** be shared. An invoice will be raised for appointments booked by the employer;
- where verbal feedback is provided to the employer by the supervisor, the supervisee will be told, unless, the feedback is also being provided to the police or other statutory authority (example, supervisor is reporting child abuse);
- where written feedback is provided to the employer for probationary and annual performance reviews, a copy will also be provided to the supervisee;
- the supervisee may request to look at their file at any time. The employer is not privy to view the contents of supervision file.

**5. Cost of Supervision**

Supervision is \$110.00 per hour plus GST. An invoice will be provided at (please circle/high light most appropriate option to employing agency):

- the end of every month, or,
- at the end of each supervision session, or
- will be emailed to the coordinator of the supervisees agency at the end of the month. It is the supervisee’s duty to find out which process their agency prefers and to provide correct payment process to the supervisor.

This contract is subject to revision at any time upon request by either supervisor or supervisee. The contract will be reviewed each twelve months on the approval of both Supervisor and Supervisee.

We agree, to the best of our ability to uphold the guidelines specified in the supervision contract and to manage the supervisory relationship process according to the ethical principles and code of conduct of the AASW

\_\_\_\_\_  
**Employer (agency or Dept)**

\_\_\_\_\_  
**Address for invoicing**

\_\_\_\_\_  
**Supervisee**

\_\_\_\_\_  
**(Job title or designation)**

\_\_\_\_\_  
**Supervisor (from Alan Webster Consultancies)**  
 (this will be signed on return to Alan Webster consultancies fax: 40581477 or alan.webster@iig.com.au)

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

This contract is in effect from above date until twelve month review date of \_\_\_\_\_

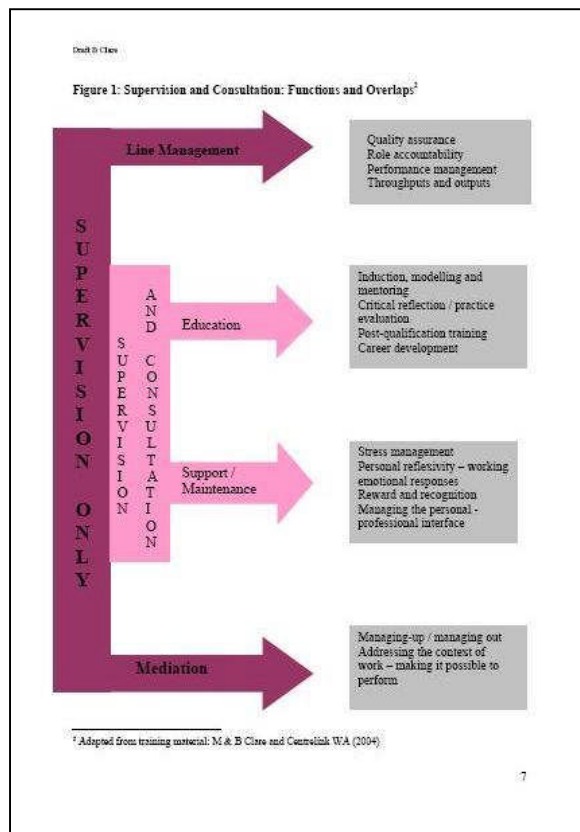
# Appendix A

## Supervision for human services workers

**Alan Webster Consultancies** offers supervision to child and family workers: case workers, community welfare workers, social workers, psychologists and others working in the health, education or welfare sectors. We offer a supervision program that best suits your learning, debriefing and personal needs. Tutorial style supervision may be engaged, whereby our knowledge and skills are passed on to you directly through educational processes. Face to face supervision is offered in (Cairns, Queensland, and telephone supervision (throughout Australia only).

**The term supervision is open to definitional differences and there are many different types of supervision.** Supervision is commonly understood in the social science field as one method of fieldwork education and staff development that enables practitioners to acquire new professional and personal insights through their own life and work experiences.

**The collective aim in supervising social science professionals is to assist them in establishing greater knowledge of the skills, theory, approaches and issues involved in clinical practice - the development of a praxis or framework of practice.** In particular, in social work, external supervision is viewed as a conversational relationship where the talk is more than just talking to a colleague, the relationship between supervisee and supervisor becomes an enabler of learning, and professional and self development. It is a mixture of supervision, consultation and personal reflection.



Helping establish best practice in other workers is sometimes referred to as mentoring, rather than supervision (supervision may indicate direct task organisation). Whatever you call the process, the outcome is to increase your skill level and ability to work effectively with your clients, whether they be individuals, groups or communities.

**If you would like to have some supervision / mentoring through Alan Webster Consultancies,** please make contact with us (07 40581477 or mobile: 0437618641. We look forward to assisting you to develop into the best worker you can be.