

Assessment
and
Resiliency Plan
Worksheets

Resilience Worksheet 1

Resilience Assessment

With “5” being high and “1” being low, put a circle around the number that you believe best represents you and a square around the number that you believe best represents your agency.

Self-Knowledge and Insight

Self-Esteem	5	4	3	2	1
Inner Locus of Control	5	4	3	2	1
Independence	5	4	3	2	1

Sense of Hope

Optimism	5	4	3	2	1
Sense of Humor/Ability to Have Fun	5	4	3	2	1

Healthy Coping

Utilization of Skills and Abilities	5	4	3	2	1
Creativity	5	4	3	2	1
Planning	5	4	3	2	1
Addressing Negativity Proactively	5	4	3	2	1

Strong Relationships

Attachments to Others	5	4	3	2	1
Seeking and Giving Support	5	4	3	2	1

Personal Perspective and Meaning

Morality and Integrity	5	4	3	2	1
Spirituality	5	4	3	2	1
Coherent Life Meaning	5	4	3	2	1

Resilience Worksheet 2

Personal Resilience Development Plan

Resilience Challenge Column: Write down those areas in which you scored yourself as a “3” or “2” or “1” on the Resilience Assessment and would like to improve your resilience.

Strategy Column: Using **Worksheet 3, Resilience Strategies**, identify a strategy you will use to strengthen your resilience in these areas.

Action Plan Column: Based on the strategy you have identified, write down action steps you will take to implement the strategy.

Resilience Challenge	Strategy	Action Plan

Resilience
Strategies
Worksheet

Resilience Strategies

1. FOR SELF-KNOWLEDGE AND INSIGHT:

- ❖ Explore your motivations for working victims of crime.
- ❖ Identify your own strengths and challenges.
- ❖ Identify themes associated with discomfort.
- ❖ Clarify goals, mission and boundaries of the organization.
- ❖ Know your code of ethics.

2. FOR SENSE OF HOPE:

- ❖ Develop opportunities to succeed.
- ❖ Practice gratitude.
- ❖ Change or expand your job description.
- ❖ Give praise.
- ❖ Diversify client types.
- ❖ Seek advanced professional development.
- ❖ Decorate your office.
- ❖ Find appropriate ways to have fun.

3. FOR HEALTHY COPING:

- ❖ Learn to identify your physical stress reactions.
- ❖ Balance your life.
- ❖ Get adequate sleep.
- ❖ Change the pace.
- ❖ Developing calming and modulation techniques.
- ❖ Assess safety in your work environment.

4. FOR STRONG RELATIONSHIPS:

- ❖ Enhance communication skills.
- ❖ Learn boundaries of confidentiality.
- ❖ Collaborate.
- ❖ Discuss cases.
- ❖ Seek inclusiveness and diversity.
- ❖ Foster a team approach.
- ❖ Address conflict resolution proactively.
- ❖ Strive to be genuine, empathetic, and warm.

5. FOR PERSONAL PERSPECTIVE AND

MEANING:

- ❖ Assess your personal values.
- ❖ Integrate new understanding in your work.
- ❖ Assess your perspective of suffering.
- ❖ Question old beliefs.
- ❖ Foster altruism.
- ❖ Engage in social activism.
- ❖ Include meaning and values in assessment of victims' strengths.
- ❖ Discard activities that are no coherent with values.

Organizational Self-Care Checklist

The Organizational Self-Care Checklist

Training and Education

- The organization provides education to all employees about stress and its impact on health and well-being.
- The organization provides all employees with education on the signs of burnout, compassion fatigue and/or vicarious traumatization.
- The organization provides all employees with stress management trainings.
- The organization provides all employees with training related to their job tasks.
- Staff are given opportunities to attend refresher trainings and trainings on new topics related to their role.
- Staff coverage is in place to support training.
- The organization provides education on the steps necessary to advance in whatever role you are in.
- Other: _____

Support and Supervision

- The organization offers an employee assistance program (EAP).
- Employee job descriptions and responsibilities are clearly defined.
- All staff members have regular supervision.
- Part of supervision is used to address job stress and self-care strategies.

- Part of supervision is used for ongoing assessment of workload and time needed to complete tasks.
- Staff members are encouraged to understand their own stress reactions and take appropriate steps to develop their own self-care plans.
- Staff members are welcome to discuss concerns about the organization or their job with administrators without negative consequences (e.g., being treated differently, feeling like their job is in jeopardy or having it impact their role on the team).
- Staff members are encouraged to take breaks, including lunch and vacation time.
- The organization supports peer-to-peer activities such as support groups and mentoring.
- Other: _____

Employee Control and Input

- The organization provides opportunities for staff to provide input into practices and policies.
- The organization reviews its policies on a regular basis to identify whether they are helpful or harmful to the health and well being of its employees.

Employee Control and Input *continued*

__ The organization provides opportunities for staff members to identify their professional goals.

__ Staff members have formal channels for addressing problems/grievances.

__ Other: _____

Communication

__ Staff members have regularly scheduled team meetings.

__ Topics related to self-care and stress management are addressed in team meetings.

__ Regular discussions of how people and departments are communicating and relaying information are addressed in team meetings.

__ The organization provides opportunities for staff in different roles to share their “day in the life”.

__ The organization has a way of evaluating staff satisfaction on a regular basis.

__ Other: _____

Work Environment

__ The work environment is well-lit.

__ The work environment is physically well maintained (e.g., clean, secure, etc.).

__ Information about self-care is posted in places that are visible.

__ Employee rights are posted in places that are visible.

__ The organization provides opportunities for community building among employees.

__ The organization has a no-tolerance policy concerning sexual harassment.

__ The organization has a no-tolerance policy concerning bullying.

__ Workplace issues, including grievance issues and interpersonal difficulties, are managed by those in the appropriate role and remain confidential.

__ Other: _____

Agencies that deal with people in traumatic situations can also become traumatized.

It is the ethical responsibility of the agency/organization/division to create an environment that supports and encourages the critical strength of RESILIENCE in all staff.

-- Gayle Thom – 605 209 0860 – thomhome@hills.net --

Self-Care Checklist



We must invest in ourselves as the key resources that we are.

CREATE BALANCE

- Take time off work ⇔ Work, work, work
- Avoid isolation ⇔ Isolate = productivity
- Change your circumstances ⇔ Stick with it at all costs
- Diminish intensity/drama ⇔ We thrive on stress/crisis
- Empowering others ⇔ Get it done myself
- Learn to say NO ⇔ Never turn anyone down
- Detach as needed ⇔ Be there for everyone
- Reassess your value ⇔ Waste of time
- Pace yourself ⇔ No time to slow down
- Take care of your body ⇔ Push yourself until you cannot
- Diminish worry & anxiety ⇔ Worrying is second nature
- Allow for mistakes ⇔ Strive for perfection
- Have a sense of humor ⇔ Take your job or other things too seriously

SELF-CARE

- Spend time in natural environment
- Food/Diet
- Time with relatives, family, and friends who are supportive
- Humor, laughter
- Meditation/Solitude
- Participating in traditional activities – crafting, dancing, singing
- Rituals of releasing feelings, grieving, letting go
- Water as cleansing; as healing; as refreshing to our spirits
- Ceremonies for healing/talk to spiritual healer/elder
- Create balance – personal needs equally as important as needs of others