2018 Outstanding Staff Nomination Guidelines

***DIRECT SUPPORT PROFESSIONAL & SUPERVISOR AWARDS GUIDELINES***

MACS is seeking nominations for the Annual Direct Support and Supervision Staff Awards. The awards highlight outstanding examples of direct support and supervisory staff supporting people with disabilities in living full lives.

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| **NOMINATION GUIDELINES:** | |
| The nominee must have EXCEEDED job requirements and created opportunities for people who receive supports to achieve their personal and professional goals during the past year.  ***Nominees should also possess the following qualities:*** | |
| **Direct Support Professional**   * Make significant or extraordinary efforts to improve the lives of people with intellectual and developmental disabilities, and the quality of agency services. * Have excellent communication skills * Emphasize independence and choice for individuals, including understanding the difference between providing care and providing support * Actively seek opportunities for additional I/DD education * Have outstanding creative thinking skills * Facilitate meaningful relationships and participation by people with disabilities in their ordinary communities * Demonstrate commitment to their agency mission and vision | **Frontline Supervisor**   * Make significant or extraordinary efforts to improve the lives of people with intellectual and developmental disabilities and the quality of agency services. * Have strong and creative leadership, time management, problem solving and communication skills * Implement innovative ideas to benefit agency and people who receive supports, integrating regulatory requirements and choice * Actively seek opportunities for additional I/DD education * Are connected and present with the staff they supervise * Develop Direct Support Professionals through modeling, mentoring and coaching * Demonstrate commitment to their agency mission and vision |
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| **NOMINATION INFORMATION:** | |
| All nominations must be:   * Limited to one page per nominee * Clear in explaining why this nominee deserves recognition * Submitted using the attached form in Word format ***(no PDF or publisher files will be accepted)*** * Received no later than ***Friday, April 6, 2018*** for consideration * Submitted to Vanessa Antrum (via email) [vantrum@macsonline.org](mailto:vantrum@macsonline.org)   Agencies can:   * Nominate a maximum of TWO (2) direct support professionals and TWO (2) frontline supervisors * Have a maximum of TWO (2) winners (one direct support professional and one frontline supervisor can be selected from any given agency)   Awards:   * All winners will receive special recognition at the Conference Awards Dinner * All nominees will receive a certificate at the Conference Awards   ***(Remember – the committee will only have what you write,***  ***so give as much information as you can in your one page explanation!)*** | |
| **SELECTION PROCESS:** | |
| * Nominations will be reviewed by a panel of judges with all identifying personal and provider information redacted, within the one page limit please include specific information about why the nominee deserves to be recognized. | |
| **FOR MORE INFORMATION:** | |
| Please contact Vanessa Antrum at 410-740-5125 x6 or [vantrum@macsonline.org](mailto:vantrum@macsonline.org) | |

***\*\*\*Please help us to keep the names of the award winners confidential until they are announced at the Awards Dinner. The nominator will be notified if their nominee is selected.***

***We strongly recommend that nominees attend the conference.***

2018 Outstanding Staff Nominating Form

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| **ABOUT THE NOMINEE:** | |
| **Nominee’s Name:**  ***Note: Please ensure spelling is correct for the award.*** |  |
| **Agency:** |  |
| **Which category are you nominating this person for?** | Direct Support Professional  Frontline Supervisor |
| **Which program does the nominee work?** | Day (includes SE, Day Programs, CLS, ED&C and Medical Day)  Residential (includes Personal Supports  Self Directed Services (New category for people who self direct their services) |
| ***(In the following sections - Please refer to the person you are nominating as nominee)***  Tell us about the person you are nominating: | |
| Why do you think this person is an outstanding candidate? | |
| Give a specific example of what they did in supporting someone to become more independent or enrich the person's life that makes them outstanding? *Limited to 350 words* – | |
| **ABOUT THE PERSON COMPLETING THIS FORM:** | |
| **Name:** |  |
| **Title:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |

***Thank you for your nomination!***