



B. J. Walker, Commissioner

Department of Human Resources • Division of Family and Children Services • Janet R. Oliva, Ph.D., Division Director
2 Peachtree Street, NW • Suite 19-490 • Atlanta, Georgia 30303-3142 Phone: 404 651-8409 • Fax: 404 657-5105

To:

From: Dr. Oliva, Division Director

RE: Field Practice Advisors

The role of field practice advisor is a critical one in the preparation of new workers in training. They provide mentoring and support to trainees, along with the opportunity for the trainee to reinforce what they have learned in the classroom and on the Internet. Many of your staff have been recommended and have agreed to serve in the role of field practice advisor to trainees participating in new worker training. And we appreciate their willingness to serve and commitment to this important task.

We have developed a method for compensating staff who are serving as field practice advisors. They will receive a \$500.00 stipend after the trainee completes the certification program which includes core and track training and final certification assessments and decision. Field practice advisors will receive the stipend for each trainee that they work with. It is expected that the field practice advisor will work with the trainee from the first day of hire, and that even though they will receive the stipend after the trainee completes certification, they will provide support and assistance to the trainee for 6 months. If the trainee leaves the Division before completing certification, the county director will prorate the amount of the stipend to the Field Practice Advisor accordingly. Every month, the county director will need to submit a list of the field practice advisors, the name of their assigned trainee, disposition regarding certification and date of disposition to regional accounting with a copy to the Education and Training Services Section. Regional Accounting will initiate the stipend to the field practice advisor. This stipend is available to field practice advisors who were assigned a trainee beginning July 1.

Attached is the form that counties should use to request the stipend for the field practice advisor. A copy needs to be sent to the Education and Training Services Section. Also included is additional information about the role of the field practice advisor.

If you have questions about the role of the field practice advisor, please contact Jim Hendricks at jhhendri@dhr.state.ga.us. Questions related to the payment of the stipend should be directed to regional accounting personnel.

Thank you again for your support of this initiative