

ADDP's 2018 LEAD! Conference & Expo

Direct Support Professional Award



NOMINATION GUIDELINES

The Direct Support Professional (DSP) Award is an opportunity to acknowledge hard work of human service workers who consistently demonstrate excellence, creativity, and commitment in providing supports to individuals with developmental disabilities and/or brain injuries. Four awards will be named.

Eligibility (of Nominee)

1. Must be employed by an ADDP member organization for at least six months
2. Must meet at least three qualities under criteria section

Criteria

Candidates will be evaluated based on how they demonstrate qualities in at least three (3) of the following areas:

1. Advocacy: Encourage activities to affect positive change on behalf of people with disabilities.
2. Creativity: Uses original ideas to provide individualized supports and services while respecting individual preference and encouraging self-determination and choice.
3. Exceptional delivery of direct support: Respects dignity, independence, culture, and rights of individuals with disabilities. Develops effective relationships with consumers.
4. Dedication to best practice: Seeks out opportunities to learn new skills and/or implements promising practices. Values community inclusion.
5. Mentor: Serves as role model for other staff.

Suggested Information

When completing nomination form include specific examples showing how candidate qualifies for award. *Use strong examples.* A weak versus strong example – **Weak**: “She always celebrates diversity.” **STRONG**: “She is responsible for organizing the school's first multicultural training, an annual Cinco de Mayo celebration and organized assemblies featuring speakers of different cultural backgrounds.”

Nomination Process

1. Submit a “Direct Support Professional Award Nomination Form” by February 16, 2018
2. Write support letter (approx. 150 words or less) OR record a two (2) minute video (smart phone is okay) describing why nominee should get this award. This should be done by someone other than the nominator and submitted by February 16, 2018.
3. Incomplete submissions will not be considered.
4. If you have questions, contact ADDP at LEAD@addp.org or 508-405-8000.

Selection Process

1. The ADDP Conference Committee will select one winner per DDS region.
2. Nominators will learn results via email by late February 2018 and will be responsible to notify candidate of results.
3. **Nominator will need to submit a high-quality electronic photo of winner by 2/27/18 for the event program book.**
4. Honoree will be invited to attend the conference free of charge to receive award.

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NOMINATION FORM

Nominator Information

Name and title: _____

Organization and address: _____

Email: _____ Phone: _____

Relationship to nominee: _____

Nominee Information

Name and title: _____

Type of program nominee works (Residential, day, employment, etc.): _____

Organization and address: _____

Email: _____ Phone: _____

Nominee works in following DDS region:

Northeast

Metro/Boston

Southeast

Central/West

Are you also nominating person for scholarship award? Yes No

(Please note that there is a different set of criteria and form will need to be filled out to nominate person for continuing education scholarship award.)

Has nominator's executive director approved the nomination? Yes No

Note: Agency executive director approval is required. ADDP will follow-up on approval for finalists only.

Answer the following about the nominee. Be specific and give examples (*show how!*) to support statements.

1. Describe nominee in three words.

2. Describe nominee's background (personality, hobbies, interests, length of time in field, etc.)

3. Check following elements the nominee meets and give a brief explanation (75 words or less) after each applicable element. (Must meet at least three (3) elements; Refer to guidelines for description of each element).

Advocacy:

Creativity:

Exceptional delivery of direct support:

Dedication to best practice

Mentor:

4. Submit a letter of support OR short video, not both, describing why nominee should get this award. Letter or video should be completed by someone other than nominator. If you submit a video, you will need to email it, along with completed nomination form, to LEAD@addp.org by February 16, 2018. Support letter can be copied below or emailed separately with the completed nomination form.

Email completed form to LEAD@addp.org by February 16, 2018.
Include "DSP nomination" as email subject heading.