

Next of Kin Interviewer RFA

Review Committee comprised of 5 Broome County staff.

	5- Excellent	4- Good	3- Average	2- Poor	1- Very Poor	Score
Knowledge, Skills, Characteristics- 35%						
Describe how you meet the skills and characteristics described in the application. Specify any lived experience you have.	The applicant clearly describes how they meet the skills and characteristics described. Specific examples are included. Any lived experience is clearly defined and shows how they can connect to the potential NOK. The response paints a clear picture on the applicant's skills and characteristics.	The applicant describes how they meet the skills and characteristics described well. Examples are included. Any lived experience is defined and shows how they can connect to potential NOK. The responses show the applicant's skill and characteristics.	The applicant describes how they meet skills and characteristics. The evaluators may have questions on the response. Any lived experience is defined, but it may be unclear on how they can connect to potential NOK.	The applicant does not describe how they meet skills and characteristics well. The evaluators are left with questions on the responses. Any lived experience may or may not be defined, but it is unclear on how they can connect to potential NOK.	The applicant does not describe how they meet skills and characteristics. There is no clear indication the applicant is qualified based on their response. Any lived experience may not show how they can connect to potential NOK.	
What are your strengths and weaknesses?	The applicant puts thought into their response. The applicant clearly defines their strengths and weaknesses. The strengths described relate well to the NOK interviewer skills and characteristics and show the applicant is highly qualified for the NOK interviewer.	The applicant puts thought into their response and defines their strengths and weaknesses well. The strengths described relate well to the NOK interviewer skills and characteristics.	The applicant defines their strengths and weaknesses. The response shows the applicant relates to the NOK interviewer skills and characteristics.	The applicant does not define their strengths and weaknesses well or they show little to no thought behind the response. It is unclear if their response shows how their strengths relate to the NOK interviewer skills and characteristics.	The applicant does not define their strengths and weaknesses, or they show no thought behind the response. The response does not show how their strengths relate to the NOK interviewer skills and characteristics.	
Why are you interested in applying?	The applicant puts thought into their response. The reason for interest in the NOK interview is clear, and the response shows the person's	The applicant puts thought into their response. The reason for the interest in the NOK interviewer is clear and shows the person's intents.	The applicant describes their reasons for interest in the NOK interviewer, but it may be unclear, or the evaluators may	The applicant does not describe their reasons for interest in the NOK interviewer well. Their intents may be unclear.	The applicant does not describe their reasons for interest in the NOK interviewer, or there is a clear indication their intents for	

	intents. The applicant shows a clear passion for the potential work and genuine interest in helping the NOK.		have some questions.	Evaluators are left with questions after reviewing the applicant's response.	applying do not align with the project's goals.	
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Qualifications- 35%

Describe your educational experience, degree, credentialing/certification, or explain why you could be qualified to fill the role based on lived experience.	The applicant clearly defines their qualifications through either educational, credential, or lived experience or a combination of all any of these. The applicant is articulate in their writing and displays how their experiences qualify them for the NOK interviewer.	The applicant defines their qualifications through either educational, credential, or lived experience. There may be a combination of all these described. The applicant gives details how their experiences qualify them for the NOK interviewer.	The applicant defines their qualifications through either educational, credential, or lived experience. There is no clear combination of all these described. The applicant may display how their experiences qualify them for the NOK interviewer, but there may be questions from evaluators.	The applicant does not define their qualifications well. There is no clear combination of all the qualifications provided. The applicant may not display how their experiences qualify them for the NOK interviewer, and the evaluators have many questions after reviewing.	The applicant does not define their qualifications, or their response shows they are not qualified as a potential NOK interviewer.	
Describe your experience working with families who have experienced trauma and grief.	The applicant clearly describes their experience working with families. The applicant shows a clear understanding of the trauma and grief process involved in losing a loved one to substance use or mental health. Their work is relevant and would be beneficial to the scope of work for the NOK Interviewer.	The applicant describes their experience working with families well. Their work is relevant and would be beneficial to the scope of work for the NOK interviewer.	The applicant describes their experience working with families. The work presented seems relevant to the scope of work for the NOK interviewer.	The applicant does not describe their experience working with families well. The evaluators may be left with questions on their experiences. It is unclear if their work is relevant to the scope of work for the NOK interviewer.	The applicant does not describe their experiences working with families or there are many questions left on their experiences by the evaluators. It is unclear if their work is relevant, or it is clear their work is not relevant to the scope of work for the NOK interviewer.	
Describe your knowledge on Broome County resource for families.	The applicant explains they have a great	The applicant explains they have a good	The applicant explains some understanding	It is unclear if the applicant understands the	The applicant explains no understanding of	

	understanding of all the resources in Broome County and experience working with agencies and/or referring to agencies in the past.	understanding of all the resources in Broome County and experience working with agencies and/or referring to agencies in the past.	of all the resources in Broome County and some experience working with agencies or referring to agencies in the past.	resources in Broome County. The applicant has no experience working with agencies or referring to agencies.	resources in Broome County or experience working with agencies or referring to agencies in the past.	
Describe how you would handle crisis intervention situations and difficult conversations.	The applicant clearly demonstrates how they would handle a crisis intervention or difficult conversations. Clear examples are provided. The applicant's response shows thought and unquestionably demonstrates the applicant understands how to handle these situations.	The applicant demonstrates how they would handle a crisis intervention or difficult conversation. Examples are provided, but the response may not show thought. The applicant demonstrates they have an understanding on handling these situations.	The applicant demonstrates how they would handle a crisis intervention or difficult conversation. Examples are provided but may not best describe how the applicant shows an understanding on how to handle these situations. Evaluators may have questions to the applicant's responses.	The applicant does not clearly show how they would handle a crisis intervention or difficult conversation. They have examples, but it is unclear on if it accurately describes their understanding on handling these situations. Evaluators have questions to the applicant's response.	The applicant does not show how they would handle a crisis intervention or difficult conversation. They may not have any examples or provide examples that are unreasonable. The applicant does not show they have an understanding on handling these situations.	
Experience/Knowledge with Substance Use, Substance Use Disorders, Mental Health, and Harm Reduction- 20%						
Describe your experience/knowledge as it pertains to substance use, substance use disorders, suicide, and mental health.	The applicant provides a detailed and clear response on their experience/ knowledge as it pertains to substance use and mental health. The applicant is one of the most highly qualified based on their responses.	The applicant provides a clear response of their experience/ knowledge as it pertains to substance use and mental health. The applicant is clearly qualified based on their responses.	The applicant describes their experience/ knowledge as it pertains to substance use and mental health. The applicant seems qualified based on their responses, but may clarification from letters of recommendation or a follow up interview.	The applicant describes their experience/ knowledge as it pertains to substance use and mental health. The applicant is unclear on if they're qualified based on their responses and needs clarification from letters of recommendation or a follow up interview.	The applicant does not describe their experience as it pertains to substance use and mental health well. It is clear the applicant is not qualified based on their responses.	
Have you ever had experience working in a	The applicant states experience	The applicant states experience	The applicant states	The applicant has limited	The applicant has no	

prevention, treatment, or harm reduction agency?	working within the substance use and mental health field. The applicant is able to clearly state examples or define where and when.	working within the substance use and mental health field and describes some details.	experience working within the substance use or mental health field but there is no details describes.	experience working with any agency within the substance use or mental health field.	experience working with any agencies within the substance use or mental health field.	
What are your thoughts on harm reduction and what does it mean to you?	The applicant's thoughts on harm reduction are clearly explained and thoughtfully laid out. The applicant clearly demonstrates an understanding of harm reduction and supports harm reduction efforts.	The applicant describes their thoughts on harm reduction well. The applicant shows an understanding of harm reduction and supports harm reduction efforts.	The applicant describes their thoughts on harm reduction. The applicant shows some understanding of harm reduction and supports harm reduction efforts.	The applicant describes their thoughts on harm reduction, but there may be additional questions. The applicant shows some understanding of harm reduction and supports harm reduction efforts.	The applicant is unclear or does not portray their thoughts on harm reduction. The applicant does not demonstrate an understanding of harm reduction, and it is unclear if they support harm reduction efforts.	

Budget Proposal- 5%

Provide a brief budget request.	The requested budget is clear, reasonable, and justifiable. The salary request is within a sensible rate for the number of hours requested. If travel is requested, it is clearly justified and within the scope of reason.	The requested budget is reasonable and justifiable. The salary request is within a sensible rate for the number of hours requested. If travel is requested, it is within the scope of reason.	The requested budget is reasonable but may be unclear. The salary request is within a sensible rate for the number of hours requested. There may be questions on if the expenses are justifiable but are within the scope of reason.	The requested budget may be unreasonable or unclear and leave the evaluators with many questions. The salary request may be within a sensible rate for the number of hours requested. Expenses are requested that will not be considered i.e.: request for rent, space, or equipment.	The requested budget is unreasonable or unjustifiable. The salary request is not sensible for the number of hours requested. Expenses are requested that will not be considered i.e.: request for rent, space, or equipment.	
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Letters of Recommendation- 5%

Provide 3 letters of recommendation.	3 letters of recommendation are provided. All three letters clearly attest to the applicant's knowledge, skills, and characteristics. All 3 letters	3 letters of recommendation are provided. At least 2 of the letters clearly attest to the applicant's knowledge, skills, and characteristics. At	3 letters of recommendation are provided. At least 1 of the letters clearly attest to the applicant's knowledge, skills, and characteristics.	3 letters of recommendation are provided. The letters attest to the applicant's knowledge, skills, and characteristics, but may be unclear. The	Anything less than 3 letters of recommendation are provided. Letters do not clearly attest to the applicant's knowledge, skills, and characteristics.	
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	<p>provide a clear understanding of the applicant's qualifications. Evaluators have little to no questions on applicant after reviewing the letters.</p>	<p>least 2 of the letters provide a clear understanding of the applicant's qualifications. Evaluators may still have some questions after reviewing the letters.</p>	<p>At least 1 of the letters provide a clear understanding of the applicant's qualifications. The other 2 letters may provide some insight of the applicant's qualifications but may not be as clear or concise. Evaluators may still have some questions after reviewing the letters.</p>	<p>letters provide some understanding of the applicant's qualifications but need clarification. Evaluators may still have some questions after reviewing the letters.</p>	<p>Letters do not provide a clear understanding of the applicant's qualifications. Evaluators still have questions about the qualifications of the applicant after reviewing the letters.</p>	
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