Next of Kin Interviewer RFA

	5- Excellent	4- Good	3- Average	2- Poor	1- Very Poor	Score
	Kn	owledge, 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	

Review Committee comprised of 5 Broome County staff.

	intents. The applicant shows		have some questions.	Evaluators are left with	applying do not align with the
	a clear passion for the potential work and genuine interest in helping the NOK.		44050015.	questions after reviewing the applicant's response.	project's goals.
		Qualifica	tions- 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	understanding of	of all the	resources in	resources in	
	all the resources	all the resources	resources in	Broome County.	Broome County	
	in Broome	in Broome	Broome County	The applicant	or experience	
	County and	County and	and some	has no	working with	
	experience	experience	experience	experience	agencies or	
	working with				referring to	
		working with	working with	working with		
	agencies and/or	agencies and/or	agencies or	agencies or	agencies in the	
	referring to	referring to	referring to	referring to	past.	
	agencies in the	agencies in the	agencies in the	agencies.		
	past.	past.	past.			
Describe how you would	The applicant	The applicant	The applicant	The applicant	The applicant	
handle crisis intervention	clearly	demonstrates	demonstrates	does not clearly	does not show	
situations and difficult	demonstrates	how they would	how they would	show how they	how they would	
conversations.	how they would	handle a crisis	handle a crisis	would handle a	handle a crisis	
	handle a crisis	intervention or	intervention or	crisis	intervention or	
	intervention or	difficult	difficult	intervention or	difficult	
	difficult	conversation.	conversation.	difficult	conversation.	
	conversations.	Examples are	Examples are	conversation.	They may not	
	Clear examples	provided, but the	provided but	They have	have any	
	are provided.	response may not	may not best	examples, but it	examples or	
	The applicant's	show thought.	describe how	is unclear on if it	provide	
	response shows	The applicant	the applicant	accurately	examples that are	
	thought and	demonstrates	shows an	describes their	unreasonable.	
	unquestionably	they have an	understanding	understanding	The applicant	
	demonstrates the	understanding on	on how to	on handling	does not show	
	applicant	handling these	handle these	these situations.	they have an	
	understands how	situations.	situations.	Evaluators have	understanding on	
		situations.				
	to handle these		Evaluators may	anections to the	handling these	
	to handle these		Evaluators may	questions to the	handling these	
	to handle these situations.		have questions	applicant's	handling these situations.	
			have questions to the	1 -		
			have questions to the applicant's	applicant's		
	situations.		have questions to the applicant's responses.	applicant's response.	situations.	
Experience/Knowled	situations.		have questions to the applicant's responses. ce Use Disorder	applicant's response.	situations.	luction-
Experience/Knowled	situations. ge with Substan		have questions to the applicant's responses.	applicant's response.	situations.	luction-
Experience/Knowled	situations. ge with Substan	2	have questions to the applicant's responses. ce Use Disorder	applicant's response.	situations.	luction-
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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.	
		0	roposal- 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.	
		Letters of Reco	mmendation- 5		1 I	
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.	

provide a cl understandi the applican qualificatio Evaluators little to no questions o applicant af reviewing t letters.	ng of letters provide a tt's clear ns. understanding of have the applicant's qualifications. n Evaluators may ter still have some	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.	letters provide some understanding of the applicant's qualifications but need clarification. Evaluators may still have some questions after reviewing the letters.	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.	
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