

Introduce Trauma-Informed Care during Recruitment

We think of hiring we may also think of job fairs and an ad on hiring websites. We may not think of this as the first place we are able to introduce trauma-informed care. An open discussion about stressors and self-care will be important in their work and this is an opportunity to begin an on-going dialogue.

Job Descriptions

Offering accurate job descriptions may help promote trust and safety. Consider how accurate the skill level, experience, and duties are stated. Provide transparency in the challenges (secondary trauma) and rewards (compassion satisfaction). Demonstrate a culture of affirmation by sharing resources that may be available to help with psychological and physical safety.

Realistic Job Preview

During the interview process you may want to share a realistic job preview ([Realistic Job Previews \(opm.gov\)](https://www.opm.gov)) offering:

Discussions about unrealistic expectations.

The agency's image including anything unique or interesting, including benefits.

Explain common procedures and why they are completed. Match each negative attribute of the job with a positive but realistic one.

[RealisticJobPreviews_1pager #3 \(ncwwi.org\)](#)

What is Your Why?

This is a question that asks the interviewee about their “why” or reason for working in this field. Why gets to whether an individual is following their passion, feels this will be a good fit for their goals and personality, or if they are simply seeking an entry into social services. As a potential employer, an individual’s “why” may tell you a lot about their interest and potential to remain within the position. What we often miss is asking tenured staff, “What is your why? Has it changed? In what way?”



OCYF Trauma Tip Sheet

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Questions? RA-PWOCYFTRAUMA@pa.gov

Adapted from: [stischildwelfarepractice-trauma-informedguidelinesfororganization.pdf \(hhs.gov\)](#)



Staff Member's 1st Day

-Be aware of and prepared to discuss the culture and climate of the office that day. Remain mindful of how this may affect the new staff and be prepared to discuss.

-Try to identify one or two employees that would act as “champions” to introduce the new employee to the office and other staff and could be on-going points of contact.

-In line with discussions during the interview process, reintroduce the trauma aware tenets regarding individuals within child welfare.

-Provide a welcome and wellness packet for the employee, including contacts for supportive resources as mentioned in the interview process.

Interview Prep

Be sure that you are prepared to speak about the ways your organization supports staff when coping with stress and secondary trauma. Here are a few items you may want to mention if available in your organization:

- Employee Assistance Programs
- Reflective Supervision
- Critical Debriefing
- Wellness Programs
- Peer Support
- Mentorship
- Professional Development
- Training



Let's Practice Mindfulness

Pursed lips breathing:

1. Relax your neck and shoulders.
2. Keeping your mouth closed, inhale slowly through your nose for 2 counts.
3. Pucker or purse your lips as though you were going to whistle.
4. Exhale slowly by blowing air through your pursed lips for a count of 4.

[10 Breathing Exercises to Try: For Stress, Training, and Lung Capacity \(healthline.com\)](https://www.healthline.com/health/breathing-exercises)

Did you know?

When we expand our lungs, it provides a healthy heart massage, as well as compression for other vital organs to increase the flow of blood and oxygen throughout the body.