|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Staff Development Specialist | | |
| Location: | Gainesville, FL | **Classification:** | EXEMPT |
| Department/Group: | HR and Staff Development | **Position Type:** | Full-Time |

**Summary/Objective**The Staff Development Specialist is responsible for ensuring that Child Welfare Professionals and other staff are trained and certified according to the state of Florida and Department of Children and Families (DCF) requirements. The Staff Development Specialist is also responsible for facilitating continued in-service training opportunities to ensure all Child Welfare Professionals maintain their certification. Additional responsibilities may include: cross training in P.R.I.D.E., Field Support/Coaching of case managers, child protection investigators (CPIs) and supervisors to ensure transfer of learning; and development of workshops and curriculum to meet the training needs of the agency, case management organizations and the Department of Children and Families CPIs and community partners. This position reports to the Director of Staff Development.

**Essential Functions**

* Review and prepare material prior to each training class to ensure there have been no changes to law or policy that may impact training. Research resources and materials that will allow for the enhancement of the training including networking with community resource representatives who may be available to provide training to our trainees. Arrange for the training room/virtual environment including set up and materials.
* Participate in required train-the-trainer sessions and other trainings to enhance performance.
* Participate in individual and group meetings with the supervisor to provide feedback and receive new information. Meet with service and quality assurance personnel to identify training needs. Participate in staff conferences and curricula development to develop and improve training programs.
* Provide orientation and direct training as required based on the modules developed for Pre-Service, P.R.I.D.E and In-Service training. Participate in the development and delivery of in-service training including any statewide mandatory training that may be required for the district or region. The trainer should be willing to cross train in needed areas to balance the training team when necessary. The position requires production of Captivates (Audio/Video Recordings) for the Training Library. Utilization of E- Learnings, Role Plays, iMeet, and Captivate videos are essential. The ability to engage the trainees through icebreakers, openers, energizers, and creative methods that facilitate learning.
* Monitor class attendance and submission of required documentation and family profiles to the appropriate contact and/or Licensing/Adoption Specialist.
* Provide testing and additional tutoring to assist trainees if they are having trouble understanding the material. This may include make-up sessions when it is necessary for staff to miss class.
* For Child Welfare Training, complete Field Based Assessments by reviewing cases and going out on field visits with staff to ensure they meet the state requirements. This information must also be documented in writing and reviewed in a consultation with the trainee, their supervisor, and the Trainer. The Trainer must also summarize the information and document all contacts. Similar reporting and documentation requirement may be necessary for other trainings. Knowledge of the agency Model of Practice is important and will be included in the PRIDE Training.
* Engage adult learners, utilize adult learning theory, and implement instructional design principles.
* Ensure that all new incumbents hired into a position requiring the classification of Child Welfare Professional are trained using Florida’s standardized Pre-service Curriculum, are administered the competency exam, and are registered with the Florida Certification Board.
* Ensure that all Child Welfare Professional incumbents achieve full credentialing or achieve initial certification through the Florida Certification Board within 12 months of the administering the competency exam.
* Administer specific assessments for the purpose of evaluating the competency level of the new Child Welfare Professional or other staff.
* Develop and monitor Individual Learning Plan(s) with the Child Welfare Professional or other staff.
* Provide group and individual supervision and provide constructive feedback.
* Deliver training in Florida’s automated child welfare information system, Florida Safe Family Network (FSFN).
* Maintain, track, and verify training records of Child Welfare Professionals and other staff.
* Explicitly focus all trainings/instruction or workshops on the transfer of classroom skills to the work environment.
* Research best practice models in child welfare and related fields. Provide a diverse array of training through the use of classroom instruction, webinars, and self-paced training.
* Ability to apply a variety of instructional techniques including role playing, simulations, team exercises, group discussions, videos, lectures to real work situations and debrief activities to arrive at learning outcome.
* Develop and design innovative approaches to the delivery of on-going in-service trainings. Ensure that instruction complies with Florida Statute and Administrative codes.
* Ensure competence and fidelity in training objectives for all models and programs trained.
* Participate in training work groups and committees that enhance the Child Welfare Professional work performance and produces positive outcomes.
* Evaluate the impact of training on case management and other staff and ensure that evaluation data are used to identify areas where improvement is needed.
* Maintain a pulse on state and local initiatives in order to ensure that ongoing training opportunities mirror best practice.
* Display understanding of, and sensitivity to, service population’s cultural and socioeconomic characteristics.
* Provide trainings in the community on an as needed basis to partners and external organizations contracted for training services.

**Competencies**

1. Effective communication.
2. Attention to detail.
3. Results driven.
4. Problem solving/analysis.
5. Collaboration skills.

**Work Environment**This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and printers.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear, stand, and operate office and computer equipment and phones. Office duties may require bending, reaching, pushing, pulling, kneeling, bending, stopping, mobility, reading comprehension, carrying up to 50lbs., driving a motor vehicle, standing and prolonged periods of sitting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type and Expected Hours of Work**This is a full-time position. Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. This position may require occasional long hours and weekend work.

**Required Education and Experience**

* Bachelor’s degree from an accredited college or university in Human Services or related field is required. A Master’s degree from an accredited college or university is preferred and can substitute for one year of experience.
* Three years of professional experience in direct child welfare
* Current Florida Child Welfare Professional certification
* Current knowledge of Florida's Child Protection system.
* Must have valid driver’s license and access to reliable transportation.

**Preferred**:

* certified Trainer experience
* Experience in trainer/teacher related activities (developing curriculum, presentation construction, training facilitation, etc.)

**Additional Eligibility QualificationS**

* Ability to understand and apply best practice standards to service delivery.
* Ability to work independently.
* Ability to train individuals or groups of people.
* Ability to evaluate and analyze training data.
* Ability to prepare a variety of written training materials such as lesson plans, curricula, performance evaluations or reports.
* Communicate effectively with staff and classroom participants.
* Ability to write reports and correspondence.
* Ability to speak effectively before small and large groups.
* Ability to communicate in a way that supports learning.
* Ability to solve practical problems and deal with a variety of variables with a minimum of direction.
* Ability to interpret a variety of instructions furnished in written or oral form.
* Ability to interpret and answer classroom participant questions.
* Ability to use discretion and judgment consistently without immediate direction or supervision.
* Must possess an advanced knowledge of:
  + Child protection and preservation programs.
  + Principles and techniques of effective communication.
  + Principles of human behavior, learning and communication.
  + Principles, methods and techniques of training and instruction.
* Communication skills
* Basic math skills.
* Basic computer skills.

**Work Authorization/Security Clearance**Must be eligible to work in the United States.

**AAP/EEO Statement**Service Management Solutions is committed to providing equal employment opportunity to all applicants, employees, interns and independent contractors in all matters related, but not limited to:  recruitment, employment, promotion, transfer, training, working conditions, compensation, benefits, application of policies and termination.  Decisions affecting these activities will be made without regard to citizenship, race, color, religion, national origin, marital status, age, gender, disability, sexual orientation, military status or status as a Vietnam-era or special disabled veteran in accordance with applicable federal, state and local laws.  Service Management Solutions is committed to filling positions with the best-qualified candidates based on knowledge, skills, and past job experience.

Americans with Disability Act:  It is our policy to provide reasonable accommodations to persons with disabilities where necessary in order to ensure that such persons have an equal opportunity for employment.  If you require an accommodation you may make the request at any time during the employment process by contacting our Human Resources Department.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Updated By:** |  | **Date:** |  |
| **Department Approval:** |  | **Date:** |  |
| **HR Approval:** |  | **Date:** |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Name (Print) Supervisor’s Name (Print)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Signature Supervisor’s Signature**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Date**