



### Job Posting

<b>Job Title: Training Specialist</b>		<b>Department/Program: Training</b>	
<b>Posting Date: 08/21/2019</b>		<b>FLSA Status: Exempt</b>	<b>Pay Grade: 6</b>
<b>Please submit cover letter and resume to <a href="mailto:careers@fssnf.org">careers@fssnf.org</a></b>			
<b>FSS Mission Statement</b>			
<b>The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.</b>			
<b>Organizational Expectations</b>			
<b>Commitment</b> – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moment’s notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality.		<b>Career Development</b> – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals.	
<b>Professionalism</b> – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.		<b>Teamwork</b> – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.	
<b>Responsible Citizenship</b> – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.		<b>Customer Service</b> – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.	
<b>Job Summary:</b>			
The Training Specialist is responsible for Foster Parent Training but not limited to the following: Pre-Service Training, In-Service Training, and P.R.I.D.E. Training. Field Support/Coaching, of case manager and supervisors to ensure transfer of learning and Foster Parent recruitment when needed. Development of workshops and curriculum to meet the training needs of the agency. Trainings required by the State of Florida to establish certification for Child Protection Family Service Counselors, Foster Care Licensure and other personnel (i.e. supervisors/managers) and prospective Foster/Adoptive Parents.			
<b>Minimum Qualifications</b>			
<b>Education</b>	Bachelor’s degree from an accredited college or university preferred and Foster Parent experience can substitute for the education qualifications.		
<b>Experience</b>	Two years’ experience in foster/ adoptive parenting and in good standing with Child Welfare Stakeholders. One year formal experience preferred in trainer/teacher related activities (developing curriculum, presentation construction, training facilitation, etc.) Knowledge and demonstration of the Quality Parenting Initiative required.		
<b>Minimum Qualifications</b>	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.		

	<p><i>Ability to:</i></p> <ul style="list-style-type: none"> <li>• Understand and apply best practice standards to service delivery.</li> <li>• Work independently.</li> <li>• Train individuals or groups of people.</li> <li>• Evaluate and analyze training data.</li> <li>• Prepare a variety of written training materials such as lesson plans, curricula, performance evaluations or reports.</li> <li>• Communicate effectively with staff and classroom participants.</li> <li>• Write reports and correspondence.</li> <li>• Speak effectively before small and large groups.</li> <li>• Communicate in a way that supports learning.</li> <li>• Solve practical problems and deal with a variety of variables with a minimum of direction.</li> <li>• Interpret a variety of instructions furnished in written or oral form.</li> <li>• Interpret and answer classroom participant questions.</li> <li>• Use discretion and judgment consistently without immediate direction or supervision.</li> </ul> <p><i>Knowledge of:</i></p> <ul style="list-style-type: none"> <li>• Child protection and preservation programs.</li> <li>• Principles and techniques of effective communication.</li> <li>• Principles of human behavior, learning and communication.</li> <li>• Principles, methods and techniques of training and instruction.</li> </ul> <p><i>Skills:</i></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Basic math skills.</li> <li>• Basic computer skills.</li> </ul>
<p><b>Licensure, Certification, and/or Registration</b></p>	<p>Current PRIDE Certified and Licensed Foster Parent. knowledge of Florida's Child Protection system. Must have a valid driver's license. Child Welfare and Trainer Certification preferred.</p>
<p><b>Other Requirements:</b></p>	<ul style="list-style-type: none"> <li>• Clear a Level II background screening.</li> <li>• Clear a local background check from the County in which you reside</li> <li>• Clear a substance abuse screen.</li> <li>• Clear a Motor Vehicle Records check</li> <li>• Maintain and provide proof of auto insurance coverage of \$100,000/\$300,000.</li> <li>• Provide a copy of all degrees prior to your first day of employment.</li> <li>• Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit <a href="http://www.dhs.gov/e-verify">www.dhs.gov/e-verify</a>).</li> </ul>
<b>Job Duties</b>	
<b>Essential Duties</b>	<b>% of Time</b>
<p>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 environment including set up and materials.</p>	7%
<p>Participate in required train-the-trainer sessions and other trainings to enhance performance.</p>	5%



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.	4%
Provide orientation and direct training as required based on the modules developed for 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 position requires production of Captivates (Audio/Video Recordings) for the Training Library. Utilization of E- Learnings, Role Plays, Global Meet, and Captivate videos are essential. The ability to engage the trainees through icebreakers, openers, energizers and creative methods that facilitate learning.	32%
Monitor class attendance and submission of required documentation and family profiles to the appropriate contact and/or Licensing/Adoption Specialist.	3%
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.	3%
The Trainer must also summarize observation information and document all foster parent mentor 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.	14%
Engage adult learners, utilize adult learning theory and implement instructional design principles.	4%
Develop Individual Learning Plan(s) with the licensed Foster Parent.	2%
Maintain, track and verify training records of the Foster Parents.	4%
Explicitly focus all trainings/instruction or workshops on the transfer of classroom skills to the fostering environment.	6%
Research best practice models in caregiving. Provide a diverse array of training through the use of classroom instruction, webinars and self-paced training.	4%
Ability to apply a variety of instructional techniques including role playing, simulations, team exercises, group discussions, videos, lectures to real caregiving situations and debrief activities to arrive at learning outcome.	2%
Develop and design innovative approaches to the delivery of on-going in-service trainings. Ensure that instruction complies with Florida Statute and Administrative codes.	4%
Participate in training work groups and committees that enhance Foster Parents performance and produces positive outcomes.	2%
Evaluate the impact of training on Foster Parenting and ensure that evaluation data are used to identify areas where improvement is needed.	2%
Maintain a pulse on state and local initiatives in order to ensure that ongoing training opportunities mirror best practice.	2%
<b>Supervisory/Decision-making Authority</b>	
This position does not require the customary supervision and management of two or more employees.	
Two examples of the most common decisions made independently by this position on a regular basis without following prescribed procedures are as follows:	



<ol style="list-style-type: none"> <li>Utilizes feedback and requests to determine curriculum design for requested trainings.</li> <li>Identifies in-service topics for training.</li> </ol>
<b>Contribution and Impact</b>
Training (in-service and pre-service) assists in meeting PRIDE certification requirements, which is mandated through state policy. All PRIDE Trainers must be PRIDE Certified to instruct Foster Parent Curriculum.
<b>Strategic Value</b>
Training (in-service, foster parent pre-service) is valuable because it helps with providing foster parents with information, tools, and skills needed to assess child safety factors and provide caregiving to the traumatized child and support their success.
<b>PHYSICAL REQUIREMENTS: (R=Required P=Preferred)</b>
Sitting <input type="checkbox"/> R_ Standing <input type="checkbox"/> R_ Walking <input type="checkbox"/> P_ Lifting <input type="checkbox"/> R_(50 lbs) Carrying <input type="checkbox"/> R_ Kneeling <input type="checkbox"/> P_ Pushing/Pulling <input type="checkbox"/> P_ Bending/Stooping <input type="checkbox"/> R_ Climbing <input type="checkbox"/> R_ Reaching <input type="checkbox"/> P_ Crawling/Crouching <input type="checkbox"/> P_ Grasping <input type="checkbox"/> R_ Turning <input type="checkbox"/> R_ Repetitive Motions <input type="checkbox"/> R_ Color Recognition <input type="checkbox"/> P_ Depth Perception <input type="checkbox"/> P_ Reading <input type="checkbox"/> R_ Hearing <input type="checkbox"/> P_ Other (describe) <input type="checkbox"/>
<b>HAZARDS: (X=Potential Exposure)</b>
Proximity to moving mechanical parts <input type="checkbox"/> Electrical current <input type="checkbox"/> Toxic or caustic chemicals <input type="checkbox"/> Radiation <input type="checkbox"/> Biohazards (airborne or contact) <input type="checkbox"/> Housekeeping and/or cleaning agents <input checked="" type="checkbox"/> X_ Flammable, explosive gases <input type="checkbox"/> Human-borne pathogens <input checked="" type="checkbox"/> X_ Other: <input checked="" type="checkbox"/> X_
<b>SKILL REQUIREMENTS: (R=Required P=Preferred)</b>
Drive motor vehicle <input type="checkbox"/> P_ Prepare food <input type="checkbox"/> Typing/Keyboard <input type="checkbox"/> R_ Word processing software <input type="checkbox"/> R_ Data base software <input type="checkbox"/> P_ Spreadsheet software <input type="checkbox"/> P_ Other software <input type="checkbox"/> P_ Calculator <input type="checkbox"/> R_ Operate office machines <input type="checkbox"/> R_ (Fax, Copier) Verbal communication (including telephone) <input type="checkbox"/> R_ Written communication (including composition) <input type="checkbox"/> R_ Public speaking/group presentations <input type="checkbox"/> P_ Team-oriented and collaborative interpersonal relationships <input type="checkbox"/> R_ Respectful client relationships <input type="checkbox"/> R_ Client assessment and evaluation <input type="checkbox"/> R_ Retrieve and compile information <input type="checkbox"/> R_ Verify data <input type="checkbox"/> R_ Maintain records <input type="checkbox"/> R_ Organize and prioritize information <input type="checkbox"/> R_ Analyze and interpret information <input type="checkbox"/> R_ Investigate, evaluate and recommend action <input type="checkbox"/> P_ Basic mathematical concepts (add, subtract, multiply, divide) <input type="checkbox"/> P_ Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) <input type="checkbox"/> Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) <input type="checkbox"/> Reasoning and logic <input type="checkbox"/> R_ Sensitivity to service population's cultural and socioeconomic characteristics <input type="checkbox"/> R_
<b><i>FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.</i></b>