



Protecting Children by Strengthening Families

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Training Officer 2

Working Title: Training Officer 2

Division/Department: Communications – Professional Development

Job Status : Full-Time

FLSA Status : Exempt

PCN :

Pay Range: 26

Probationary Period: 1 year

Classification#: 64652

Revision Date: 12/2020

Objective/Purpose

Employee reports to the Leadership Developer; responsible for administration, assessment, coordination, facilitation, training and coaching of CAPMIS Tools utilization for Direct Service Casework, Supervisor, and Administrative staff. Orients new caseworkers and supervisors in current child welfare practice in orientation programming. Employee will support, develop curriculum and train new agency initiatives as assigned by the Leadership Developer. Employee will participate in the onboarding of newly hired staff.

Employee will provide one-on-one instruction and small group training; evaluates and assesses ongoing training needs based on outcome of tools quality and provides consultations with department administrators and peer reviewers. Develops and implements training curriculum and consultation for caseworkers, supervisory and administrative staff in worker development, transfer of learning, learning styles and coaching.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

Given the nature of this classification's duties/responsibilities, it has been designated as Exempt under the governing Fair Labor Standards Act regulations and, therefore, is not entitled to formal overtime compensation and/or formal compensatory time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 35% As a trainer, the employee will develop, revise and evaluate curriculum for the agency. Trainer will complete administrative tasks and maintain documentation needed for programming. Trainer will participate in programs such as but not limited to: New Employee Orientation, specialized programming for casework, supervisors and administrative level staff. The trainer will provide a basic knowledge of agency policies, procedures and paperwork requirements; continues to work with worker and the assigned supervisor as needed around transfer of learning strategies; basic competency areas such a comprehensive assessment (CAPMIS Tools), case planning service delivery, Ohio laws and ODJFS rules court procedures and use of community resources.

- 30% Assesses training needs and the strengths of trainees and makes recommendations to the receiving supervisor and department director regarding probationary evaluation, provides a transfer summary of progress made in orientation, provides guidance and support to supervisors and directors an issues of employee performance, provides technical assistance specific to new employees for probationary period; assist Regional and Intake administrators in identifying staff needs and planning training activities to meet those needs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 20% Employee works closely with Program Services staff, Best Practice Committee and Professional Development staff, in developing and updating training materials, provides consultation, coaching and training which supports Agency initiatives.

- 15% Attends staff meetings, serves on select agency committee, workshops, seminars, training conferences; performs other related duties as assigned to include but not limited to providing LISW-S group supervision. This may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.

***Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.**

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Minimum Qualifications: 9 months experience in analyzing individuals or agency's training needs, developing training and delivering training activities to meet those needs, or 3 courses in

management science focusing on human resources training and development or (9 months experience in training position); 3 courses in psychology or education dealing with foundations of learning, transfer, motivation and evaluation (or 9 months experience in developing training programs and assessing training needs); 1 course in public relations (or 1 month experience); 1 course in public speaking (or 1 month experience in delivering speeches or training/educational talks before variety of audiences); 100 hours training in use of audio-visual equipment (or 1 months experience); or equivalent.

Preferred Qualifications: Master’s degree in social work or related area and 4 years child welfare/social work experience, including relevant supervisory or administrative skills; or bachelor’s degree in social work or related area and 4 years post degree child welfare/social work experience. LSW or LISW preferred, as well as experience in training and curriculum development; familiar with CAPMIS tools for assessment, investigation and ongoing casework practice. Skilled in SACWIS and behavioral documentation.

Certification or Licensure: A valid Ohio Driver’s License and automobile insurance that is in compliance with Franklin County Children Services policy is required for travel. Travel can occasionally include out of state travel which may require airline travel.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g. telephone, printer, dictating equipment, computer, copying machine, automobile, audio-visual equipment, training applications, presentation tools or platforms such as Microsoft Teams, Zoom, Go to Training, and Virtual Training Methods).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

Work Environment: Typical office environment. May be asked to visit other FCCS sites or other facilities.

Signature of Agency Representative:

Charles Spinning
Executive Director

Date

