## POSITION SUMMARY:
Full-time, benefited position with the Central California Training Academy (CCTA) through the California State University, Fresno Foundation. The Central California Training Academy (CCTA) is a program of the California State University, Fresno Foundation, under the auspices of the College of Health and Human Services, through the Department of Social Work Education, and provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Central California Counties. The Regional Training Coordinator (RTC) is a significant component of the CCTA training system. The RTC will be the primary liaison for the CCTA to counties in the academy central coast and southern regions for the identification, management, planning and delivery of training activities. Extensive travel will be required within the six county region of San Luis Obispo, Santa Barbara, Ventura, Kern, Kings, and Tulare counties. The Regional Training Coordinator will develop and implement regional and county specific Academy training programs. The Regional Training Coordinator will engage in and provide oversight for a range of educational activities including curriculum development, training delivery, coaching and mentoring, transfer of learning and evaluation results. The Regional Training Coordinator is a member of a team responsible for coordinating with all Academy staff, trainers, county personnel, and others as needed.

## ESSENTIAL JOB FUNCTIONS:
Under the general supervision of the Assistant Director, the incumbent will be responsible for the following operations. Typical duties will include, but are not limited to:

- Serve as the CCTA’s primary point of contact of a team including CCTA staff, county staff, and CCTA trainers responsible for the development and implementation of training in the central coast and southern region.
- Plan and convene training needs assessment meetings with county representatives including directors, managers, supervisors, and staff development and provide written training plan for CCTA training delivery to meet the regional needs.
- Plan and manage all training activities associated with delivery of CCTA regional training, including coordinating and scheduling training dates, trainers, facility location and tracking training deliverables.
- Generate and distribute Trainer Agreement Confirmation Letters, ensure accuracy of the terms and rates, revise agreements as needed.
- Provide technical assistance for regional training activities.
- Ongoing, regular contact with designated county representatives.
- Assume lead responsibility for administering training evaluation activities for training in region.
- Delivery of select training in central coast and southern region.
- Assist in the recruitment, hiring, and training development of CCTA trainers.
- Observation, evaluation, and feedback of CCTA trainers delivering courses in region.
- Work with CCTA staff, trainers, and county representatives in the development of curriculum for customized specialized training and to insure that identified training needs are met.
- Participate in statewide training workgroups and activities to understand general changes in trends of child welfare policies, best practices and training strategies.
- Attend CCTA staff meetings and other meetings as assigned by the Program.
- Coordinate and manage the collection of data for all quarterly and annual reports.
- Other duties as assigned.

## QUALIFICATIONS & EXPERIENCE:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements 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.

- Bachelor’s degree in public, human services, social work, psychology, education, or related disciplines from an accredited college or university.
• Master’s degree in Social Work, counseling, or other related field preferred.
• Three (3) years of experience working in public social services preferred.
• Two (2) years of experience providing supervision, coaching or training.
• Demonstrated knowledge of current child welfare practice.
• Training experience and/or experience in planning, developing and coordinating training projects and deliverables.
• Demonstrated experience in working in collaboration with other professionals.
• Experience in conducting meetings and facilitating groups.
• Proficiency in computer skills including word processing, PowerPoint, spreadsheets, and databases that may include Microsoft Office, Adobe, etc.
• Demonstrated professional writing and speaking skills.
• Must possess a valid California driver’s license, reliable vehicle, and valid insurance as extensive travel is required within CCTA central and coastal regions.

**SALARY/BENEFITS:** $5,900.00 - $6,400.00 per month. Salary will be commensurate with education and experience. Benefits include health, dental, vision, life, and 401(k), vacation, sick leave, and holiday pay.

**FILING DEADLINE:** Application review begins May 19, 2022. Open until filled.

**TO APPLY:** Please visit the Auxiliary Human Resources page at [https://auxiliary.fresnostate.edu/association/hr/](https://auxiliary.fresnostate.edu/association/hr/) for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:

California State University, Fresno  
Auxiliary Human Resources  
2771 E. Shaw Ave. (there is no suite number)  
Fresno, CA 93710  
Fax: (559) 278-0988

E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

California State University, Fresno is a smoke free campus. For more information, please click [http://fresnostate.edu/adminserv/smokefree/index.html](http://fresnostate.edu/adminserv/smokefree/index.html)

Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.