

# California State University, Fresno Foundation

## TRAINING AND PROJECTS SPECIALIST – CENTRAL CALIFORNIA TRAINING ACADEMY

### JOB ANNOUNCEMENT #24-611

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| <b>POSITION SUMMARY:</b>        | <p><b>Full-time, benefited position with the Central California Training Academy through the California State University, Fresno Foundation.</b> 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, field-based coaching and organizational support to child welfare staff and other IVE eligible agencies in 12 Central California Counties.</p> <p>Under the direction of the Integration Manager, the Training and Projects Specialist’s primary responsibility works closely with their manager, the Workforce Development Specialists, the Implementation Manager, and the county partners to identify, develop, and coordinate new and emerging practice and programs. In addition, the Specialist will prepare and facilitate the implementation of special projects and training programs through directing and scheduling instruction and skill development for social service staff and county partners. This position serves to assure a smooth “roll-out” of new and promising initiatives in the Region. In addition, this position will be utilized for special region-wide training assignments and anticipated projects needing research, organization, and implementation. Potential projects and initiatives may include Resource Family Approval, Motivational Interviewing, and other unique/short-term training initiatives that require regional consistency and a high degree of public child welfare expertise.</p>   |
| <b>ESSENTIAL JOB FUNCTIONS:</b> | <ul style="list-style-type: none"> <li>• Attend and participate in webinars, conferences, statewide workgroups, and planning sessions on new initiatives identified for practice implementation and focus areas needing further collaboration with county partners and stakeholders while staying apprised of current legislation and state regulations.</li> <li>• Conduct extensive research and analysis on practice areas identified for implementation. Highlight other programs or agencies who have conducted and implemented similar practice and present for additional consideration.</li> <li>• Conduct data collection and analysis to further guide, inform, and provide comprehensive practice recommendations.</li> <li>• Organize work process and procedural plans and communicate compliance with the county training plan and/or contract compliance.</li> <li>• Collaborate with each county to develop, facilitate and support implementation of special projects and newly administered practice. Address program fidelity components while developing and facilitating joint expectations to address drift.</li> <li>• Understand the principles of the Core Practice Model, leadership behaviors, and implementation science.</li> <li>• Facilitate learning collaboratives and training opportunities for county staff and partners as it relates to special projects and new initiatives to further develop knowledge and skills necessary to meet the training needs of the counties.</li> <li>• Track, monitor, and evaluate CCTA’s special projects and initiatives to ensure implementation and additional policies and procedures have been clearly captured in the training program curriculum.</li> <li>• Monitor program implementation and compliance, such as tracking timelines, participation, identified gaps, and areas of resolution.</li> <li>• Attend statewide meetings representing CCTA and providing regional feedback.</li> <li>• Contribute as an integral part of the CCTA Leadership Team and interface with staff.</li> <li>• Extensive travel to all contracted counties and Sacramento would be required.</li> <li>• Other duties as assigned.</li> </ul> |

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| <b>QUALIFICATIONS &amp; EXPERIENCE:</b> | <p><i>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.</i></p> <ul style="list-style-type: none"> <li>• Master of Social Worker (MSW) or other closely related Master’s degree (M.A./M.S.) or substitute a Bachelor’s degree and five (5) years of public child welfare service experience.</li> <li>• Three (3) years of progressive professional experience demonstrated by growth or advancement in complexity, or increase in level of responsibility in public child welfare</li> <li>• Two (2) years of experience providing project lead or oversight work of programs.</li> <li>• Demonstrated experience and/or experience in coordinating program development and delivery implementation for staff development</li> <li>• Demonstrated ability to conduct special focus groups, facilitation and coordination of group collaboratives, and working in collaboration with other professionals</li> <li>• Demonstrated knowledge of current child welfare practice</li> <li>• Proven ability to design, develop, conduct, and monitor a training needs plan, project deliverables, contracts and scopes of work within set timeframes</li> <li>• Experience in policy development and implementation</li> <li>• Demonstrated organizational and multi-tasking skills</li> <li>• General knowledge of principles of organization and management</li> <li>• Demonstrated professional writing and speaking skills</li> <li>• Ability to generate reports to reflect child welfare best practices and California law.</li> <li>• Fluency in computer skills, including word processing, and spreadsheets.</li> <li>• Demonstrated experience in working in collaboration with other professionals and support staff</li> <li>• Proficiency in computer skills, including word processing, PowerPoint, spreadsheets, and databases that may include Microsoft Office, Adobe, Google Workspace, etc.</li> <li>• Must possess a valid driver's license, reliable vehicle, and valid insurance, as travel is required within the Central California region and throughout the state</li> </ul> |
| <b>SALARY/BENEFITS:</b>                 | <b>\$6,100.00 - \$6,400.00 per month, depending on qualifications and experience.</b> Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.  |
| <b>DEADLINE:</b>                        | <b>Application review begins <u>May 17, 2024</u>.</b> Position will remain open until filled.  |
| <b>TO APPLY:</b>                        | <p><b>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html">https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html</a> for job announcement and application.</b></p> <p><b>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></b></p>  |

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

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