

California State University, Fresno Foundation

WORKFORCE DEVELOPMENT SPECIALIST – ADULT SERVICES TRAINING ACADEMY

JOB ANNOUNCEMENT #24-663

POSITION SUMMARY:	<p>Part-time (25 hours per week), benefited position with the Adult Services Training Academy through the California State University, Fresno Foundation. The Adult Protective Services Training Academy 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. The Academy provides classroom, virtual and simulation training, coaching and organizational support to adult services staff in 12 Central California counties and 12 Bay Area counties. This is a remote position that requires a home office in the Bay Area.</p> <p>The Workforce Development Specialist will be assigned to the following Bay Area counties: Contra Costa, Napa, Marin, Solano, Alameda, and Sonoma. County assignments may vary based on agency needs. This position is equivalent to 25 hours per week, or 62.5% full-time equivalent. The Workforce Development Specialist is expected to primarily reside in the Bay Area.</p> <p>The Workforce Development Specialist develops and implements Annual Training Plans for assigned counties and Regional Projects within the Central California and Bay Area that support adult services workers best practice skills. The Workforce Development Specialist will engage in and provide oversight for a range of workforce development and educational activities, including curriculum review and/or development, training delivery, coaching and mentoring, transfer of learning, needs assessment, implementation support and evaluation activities. The Workforce Development Specialist partners in these activities with the counties and CDSS.</p> <p>The Workforce Development Specialist is responsible for the timely delivery of all activities identified in the contract scope of work and in conjunction with the Assistant Director the management of the corresponding budget. The Workforce Development Specialists are responsible for supporting counties with integrating best practices and multiple initiatives while guiding counties in building workforce capacity.</p> <p>The Workforce Development Specialist is a member of the Academy’s Leadership Team. The Leadership Team sets the program-related priorities for the Academy and is accountable to the Executive Leadership Team.</p>
ESSENTIAL JOB FUNCTIONS:	<ul style="list-style-type: none"> • Following the Academy’s protocols and procedures, implement an Annual Training Plan, as outlined in the contract scope of work, and guided by the annual training needs assessment. • Provide oversight for training, coaching, eLearning, and simulation, ensuring that all deliverables are met and address the participants needs. • In conjunction with the Trainer and Curriculum Development Specialist, recruit and select independent contract trainers • Lead and contribute to the development and implementation of advanced training. • Familiarity with all simulation modules • Lead and contribute to regional and statewide initiatives, activities, curriculum and participate in Statewide Committees, as needed. • Lead or assist with the development of implementation tools, measures, and learning resources that may be useful to partners or to team members providing implementation support. • In conjunction with the counties and the Trainer and Curriculum Development Specialist review and provide guidance to trainers and coaches when developing requested curricula to ensure curricula addresses the counties’ needs • Oversee logistics including scheduling for training events in collaboration with county representatives and the Training Operations Team. Provide training coverage or support when necessary. • Meet regularly with county representatives to identify and monitor capacity-building needs. • Meet with Independent Contractors as needed to provide quality training and consultation.

	<ul style="list-style-type: none"> • Participate in implementation or County management meetings upon request. • Develop new training titles and executive summaries as needed. • Maintain notes and summaries for lead projects. • Review monthly deliverable reports. • Review and contribute to the annual contract and annual SWERT report. • Inform and team with other Academy staff to ensure the smooth and timely delivery of workforce development activities. • Facilitate county, regional and program meetings and workgroups utilizing culturally responsive and inclusive strategies, as needed. • Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures and backgrounds. • Maintain regular verbal, in-person and written contact with county staff, Academy staff including the Assistant Director. • Attend Academy and Center Staff Meetings, Leadership Team Meetings and other meetings as assigned by the Assistant Director. • Regular, ongoing travel throughout the Central California and Bay Area and the state, which requires a valid driver's license, reliable vehicle and valid insurance. • Other duties as assigned.
QUALIFICATIONS & EXPERIENCE:	<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"> • Master's degree in Social Work, Gerontology, Counseling, or other related field, or a Bachelor's degree in Social Work, Gerontology, Counseling or other related field AND five (5) years' experience in adult protective services, preferred. • Comprehensive knowledge of adult protective services practice • Training experience and/or experience in coordinating program delivery in a staff development program • Proven ability and experience in project management • Knowledge of workforce development principles and concepts • Successful experience in conducting meetings and facilitating groups. • Ability to support the design and implementation of a training needs assessment. • Demonstrated professional writing and speaking skills. • Fluency in computer skills, including Microsoft Office suite including word, excel, power point, Google and experience working in cloud based environment. • Experience with Zoom, Microsoft Teams and LMS platforms. • Demonstrated experience in working in collaboration with other professionals. • Must possess a valid driver's license in good standing, reliable vehicle, and valid insurance as travel is required within Central California, the Bay Area and throughout the state.
SALARY/BENEFITS:	\$3,385.42 - \$3,906.25 per month (\$40,625 - \$46,875 annually at 62.5% FTE). Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	Application review begins <u>December 31, 2024</u>. Position will remain open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.</p> <p>E-mail completed application & resume to: auxiliary-hr@mail.fresnostate.edu</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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