California State University, Fresno Foundation

TRAINER AND CURRICULUM DEVELOPMENT SPECIALIST – ADULT SERVICES TRAINING ACADEMY
JOB ANNOUNCEMENT #24-602

POSITION SUMMARY:	**Full-time, 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 and virtual training, coaching and organizational support to adult services staff in 12 Central California counties and 12 Bay Area counties.
	The Trainer and Curriculum Development Specialist has lead responsibility for Core and Supervisor Core implementation activities, recruits and assists trainers with skill development plans and coaches trainers on curricula as needed for fidelity. This position is responsible for curricula review in conjunction with training partners, facilitates curricula implementation with Academy staff and trainers, recruits and evaluates trainers for Core, Supervisor Core, Advanced training and assists Academy staff with the evaluation of specialized trainers. This position works with Academy staff to assess trainer effectiveness, and uses the data to improve trainer delivery, inform curriculum improvements and improve trainer skills.
	The Trainer and Curriculum Development Specialist will provide trainer and curricula development including; collaboration with RTA partners regarding curriculum review and revision of Core, Supervisor Core and other attendance at training coordination meetings to assist Academy staff with implementation of approved curricula. The position also recruits and supports trainer development by sharing evaluation data with trainers, observing, and coaching trainers and developing training for trainers, as needed.

ESSENTIAL JOB FUNCTIONS:	Under the general supervision of the Assistant Director, the incumbent will be responsible for the following operations. Typical duties include, but are not limited to:
	• Write, revise and edit curricula to reflect Adult Services best practices and California law.
	• Research and be kept apprised of current legislation, attend meetings with trainers and workforce development specialists, training assistants and evaluation specialist and review all relevant materials.
	• Develop new trainers and maintain quality of current trainers through mentoring, training and evaluations.
	• Develop and deliver adult protective services training.
	• Provide trainers with up-to-date information by analyzing and evaluating educational materials.
	• Understand the elements of supervision and coaching to skill and professional development.
	• Coordinate the Independent Contractor Trainer Development Process and serve as the point person for all Trainer Development related issues:
	    o After the Workforce Development Specialist performs the initial identification of potential trainers, Trainer and Curriculum Development Specialist is responsible for obtaining references and conducting interviews. The Trainer and Curriculum Development Specialist is responsible for finalizing documentation including updating the tracking spreadsheet, communicating with trainers and coordinating internally to finalize trainer onboarding process.
	    o Collate and track all documentation in relation to prospective Independent Contractors and guide them through relevant Foundation and Academy policies, procedures and processes
	    o Develop and implement the trainer observation plan and collaborate with the Evaluation Specialist and the Training Operations Supervisor to seek feedback.

	• Contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds • 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 Social Work, Gerontology or other closely related field. Masters of Social Work (MSW) preferred • Five (5) or more years of experience in Adult Protective Services • Five (5) years related experience and/or training experience • Demonstrated experience in working in collaboration with other professionals • Demonstrated organizational and multi-tasking skills needed to meet deadlines • Experience developing and delivering training. • Ability to write, revise and edit curricula to reflect Adult Services best practices and California law • Professional writing and speaking • Must possess a valid driver's license, reliable vehicle, and valid insurance as travel is required within the Central California and Bay Area regions.
SALARY/BENEFITS:	**$6,250 per month.** Benefits include medical, dental, vision, life insurance, 401(k), vacation, sick and holiday pay.
DEADLINE:	**Application review begins <u>April 26, 2024</u>. Position will remain open until filled.**
TO APPLY:	**Please visit the Auxiliary Human Resources page at https://auxiliary.fresnostate.edu/association/hr/employment-opportunities.html for job announcement and application.** **E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu**

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION