

JOB DESCRIPTION



Position: Bilingual Training and Technical Assistance Specialist Date: 11/15/19

Reports to: Training Program Manager

Classification: Full-time non-exempt

Position Summary:

The Bilingual Training and Technical Assistance Specialist (BTTAS) is responsible for research, design, development, coordination, and facilitation of trainings, both in English and Spanish, designed to mitigate major risk factors of child abuse and neglect. The BTTAS provides training and technical assistance and feedback to members of the CAP Center (CAPC) training team, Birth & Beyond partners, and statewide to a variety of family support professionals, child abuse prevention and treatment professionals, and their community partners. Training and technical assistance topics may include, but are not limited to: Strengthening Families™ framework, parenting education, five protective factors, Making Parenting a Pleasure, home visitation, Mandated Child Reporter Training, Safe Sleep Baby, Healthy Families America, Nurturing Parenting Program (NPP), and child development.

Essential Duties and Responsibilities:

Training Delivery

- Conduct local, regional, and statewide trainings in both English and Spanish, as needed for Birth & Beyond AmeriCorps members, Birth & Beyond partner staff, family resource center staff, community partners, child welfare agencies, and other external organizations. for family resource centers, community partners, child welfare agencies, and other external organizations. Trainings include, but are not limited to: Domestic Violence, HFA Wraparound Topics, Mandated Child Reporter Training, Infant Safe Sleep, Child Development, Facilitation Skills, Nurturing Parenting Program, etc.
- Conduct re-fresher and fee-for-service training as needed.
- Create and assemble training and technical assistance materials, as needed, including but not limited to needs assessments, action plans, purpose statements, meeting agendas and minutes, surveys and evaluations, reports, and other tools for ensuring successful outcomes.
- In conjunction with the Training Program Manager, develop, update, and revise training curricula and materials as needed.
- Obtain general client information as needed and assess training and technical assistance needs on an ongoing basis.

- Ensure class participants complete assessments, evaluations, and sign-in sheets.
- Evaluate and debrief all training sessions and provide follow-up support to training attendees as needed.
- Communicate with staff, partners, and trainees to assess opportunities for improvement and contribute to ongoing training quality improvement process.

Technical Assistance and Other Training

- Serve as point of contact for CAPC for Spanish-speaking clients, partners, and vendors.
- Conduct appropriate outreach with Spanish-speaking community organizations to raise awareness of trainings offered and to ensure compliance with grant requirements.
- Translate current trainings and other materials identified into Spanish as needed.
- Coordinate and facilitate training activities, presentations, workshops, meetings, conferences, and services as needed.
- Engage in required professional development activities.

Data Collection & Report Writing

- Enter data into Excel spreadsheet and/or database for reports and data analysis.
- Collect, analyze, and interpret data from tests and evaluations for continuous quality improvement and grant reports.
- In conjunction with the Training Program Manager, assist in the writing of reports for grant partners and funders on a quarterly basis.

Internal and External Collaboration

- Attend coalitions, conferences, and networking events to promote positive relationships with social service agencies and community-based organizations serving the Latino community across Sacramento county.
- Conduct additional trainings as needed for family service workers, childcare providers and other professions in the child and family service field. Trainings include, but are not limited to: Domestic Violence, HFA Wraparound Topics, Infant Safe Sleep, Child Development, Facilitation Skills, Nurturing Parenting Program, etc. Coordinate with Training Team on training calendar.
- Coordinate with Training Team and partners to assess needs, provide and assess trainings, and provide information and materials.
- Assist Training Team with training preparations including room set up, preparing materials, etc.
- Attend and participate in external and internal CAP Center meetings and committees as needed.

- Work collaboratively and maintain positive working relationships with Birth & Beyond Collaborative, First 5 Sacramento, Department of Child, Family, and Adult Services, AmeriCorps, Department of Human Assistance, and other funders to ensure successful achievement of grant deliverables.
- Work collaboratively and positively with other CAP Center program teams, including but not limited to, AmeriCorps programs, other CAP Center trainers, Strategies 2.0, the Birth & Beyond program, and all other CAP Center staff, providing support as needed.
- Develop and maintain positive working relationships with other child abuse prevention and family support/strengthening agencies statewide and locally.

Other Duties

- Stay abreast of issues related to the Latino community in Sacramento County.
- Acquire and enhance knowledge of home visitation, child development, effective parenting, infant and maternal health through reading, researching statistics and trends, conferences, and participation on committees as appropriate.
- Attend and participate in on-site and off-site meetings and committees as necessary.
- Assist with special projects including, but not limited to, grant proposals, reports, and special events.
- Attend conferences and conduct outreach to promote training as necessary.
- Provide support to agency-wide projects, as needed.
- Perform other duties as assigned.

Minimum Qualifications

Education and Experience

- Bachelor's degree in Child Development, Psychology, Social Work, or related field required. Master's degree preferred.
- Three to five years of experience delivering training in fields related to child abuse and neglect and family strengthening.
- Three to five years of related relevant experience including, but not limited to, curriculum development, training or instructional delivery, and collaborating with others on trainings.
- Training certifications related to child abuse and neglect prevention and family strengthening preferred.
- Experience implementing home visitation and parent education programs strongly preferred.
- Experience with developing and maintaining partnerships with public/private community and collaborative partners.

- Experience with and/or knowledge of child abuse prevention, child development, parenting education, family strengthening, the child welfare system, and foster youth issues preferred.

General Knowledge

- Knowledge of child abuse prevention field, social services and/or child welfare services required.
- Must be able to read, write, speak and understand the English language.
- Must be able to read, write, speak and understand the Spanish language.
- Knowledge of family strengthening and parenting education.
- Solid research skills and instructional savvy to create and present clear and effective instructional content.
- Must have excellent writing, editing, and proofreading skills.
- Intermediate knowledge of and proficiency in MS Word, MS Excel, Outlook, and PowerPoint.
- Ability to operate office equipment such as fax machine, postage meter, copy machine, etc.
- Basic mathematics including addition, subtraction, division and multiplication.
- Ability to maintain a professional and confidential work environment.

Organizational Ability

- Ability to develop and maintain record keeping systems and procedures.
- Strong attention to detail.
- Skill in organizing resources and establishing priorities.
- Excellent organizational skills and ability to manage multiple tasks in an efficient manner.
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- Ability to work in a fast-paced environment and to adapt easily to change.
- Ability to be a self-starter.

Communication and Relationship Skills

- Excellent verbal and written communication skills.
- Ability to establish and maintain good working relationships, both internally and externally.
- Ability to perform in a team.
- Ability to work with individuals and teams with diverse backgrounds.
- Able to deal with highly emotional people in a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Excellent problem identification and resolution skills.
- Ability to deal with complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to adapt presentation of curriculum to meet the needs of the target audience.

Physical/ Psychiatric Requirements:

- Must be able to report to work on a regular and reliable basis.
- Ability to lift, carry, push, and pull up to 20 pounds.
- Able to deal with stressful situations.

Other Qualifications

- Must be available to work a flexible schedule, which may include day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile, and auto insurance.
- Must be able to travel between sites and to offsite events as needed, including some overnight travel.
- Must pass a Criminal History check consisting of: DOJ and FBI checks as well as a search of the National Sex Offender Public Registry Website (NSOPW).

Please send cover letter, resume and salary requirements to:

The Child Abuse Prevention Center
 Attn: Human Resources
 4700 Roseville Road
 North Highlands, CA 95660
 Email: hr@thecapcenter.org