

JOB ANNOUNCEMENT

Senior Training and Technical Assistance Specialist

Status: Full-time

Reports to: Strategies Director

Program Description

Strategies 2.0, funded by the Office of Child Abuse Prevention within the California Department of Social Services, is a training and technical assistance collaborative that grows knowledge and networks for professionals working with families throughout California. Strategies 2.0 builds capacity in organizations and facilitates the professional development and community partnerships needed to serve families and collaborations working to prevent child abuse and neglect at local, county, and regional levels. Strategies 2.0 training empowers professionals by providing the latest research and best practices so that they can help families grow their strengths more effectively and efficiently.

Position Summary

The Senior Training & Technical Assistance Specialist provides consultation, coaching, training, and support for child abuse prevention networks, Family Resource Centers, and other family-strengthening efforts in locations around Northern California. The Specialist supports and coaches Strategies 2.0 Learning Community Facilitators to develop and implement regional shared-learning events and connections and assists in the development, delivery, and continuous quality improvement of technical assistance and training services and products. The Specialist also provides coaching and feedback to Child Abuse Prevention Center team members involved in technical assistance. This position includes extensive technical assistance, facilitation, training experiences and frequent travel throughout California.

Essential Duties and Responsibilities

Technical Assistance

- Provide Technical Assistance to child abuse and neglect prevention and family support partnerships throughout northern California including, but not limited to, needs assessment, strategic and action planning, partnership development, outcomes tracking, training, and follow-up support.
- Provide consultation to support county collaborations in developing and executing Child Abuse Prevention Plans.
- Develop and maintain strong working relationships with child abuse prevention and family support agencies statewide utilizing a variety of approaches including site visits, e-mail and telephone contact.
- Connect consulting participants to relevant colleagues, services, experts, and other resources.
- Effectively apply technology to technical and training assistance services.

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5/9/2019

JOB ANNOUNCEMENT

- Communicate with staff, partners, and trainees to assess opportunities for improvement and contribute to ongoing training quality improvement process.

Training

- Provide regional and statewide trainings in-person and/or online as needed, in topics including, but not limited to, Trauma-Informed Care and Organizational Strategies, Fostering Community Resilience, Family-Strengthening, Cultural Proficiency & Equity, Family Resource Center Sustainability, Case Management, other related subject matter.
- Coach and collaborate with Training and TA Specialists to increase the quality and delivery of all trainings, help develop and support training objectives, and incorporate appropriate principles and learning styles.
- Evaluate and debrief all training sessions and provide follow-up support to training attendees as needed.

Learning Communities

- Assist 1-3 regional contracted Learning Community Facilitators to provide 4 convenings annually in each Strategies 2.0 region, including support and advice for annual planning, agenda planning, outreach, connecting with presenter, and logistics.

Internal/External Collaboration

- Attend and actively participate in meetings and committees by providing knowledge and expertise as necessary.
- Attend coalitions, conferences, and networking events to promote positive relationships with social service agencies and community-based organizations.
- Attend and participate in external and internal CAP Center meetings and committees as needed.
- Work collaboratively and maintain positive working relationships with CA Office of Child Abuse Prevention and other funders, and Strategies 2.0 collaborative partners and other partners 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

- Acquire and enhance knowledge through research, conferences, and participation on committees, as appropriate.
- Acquire and enhance knowledge of existing, new, and emerging trends through research, conferences, and participation on committees, as appropriate.

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- 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 in Organizational/Community Development, Non-Profit Management, Public Health, Public Administration, Social Work, Psychology, or related field from a four-year college or university required. Master's degree preferred.
- Minimum of seven years of related relevant experience including, but not limited to, curriculum development, training or instructional delivery, coaching, organizational supports and collaborating with others on trainings.
- Solid research skills and instructional savvy to create and present clear and effective organizational/planning tools and instructional content.
- Experience with and/or knowledge of child abuse prevention, cross-sector collaboration, collective impact, family strengthening, and the child welfare system.
- Experience with developing and maintaining partnerships with public/private community and collaborative partners required.

General Knowledge

- Knowledge of organizational development, collaborations, trauma-informed practice, cultural proficiency, and strategies for building community resilience.
- Solid research skills and instructional/customer service savvy to create and present clear and effective instructional content and technical assistance strategies.
- 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.
- 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.

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5/9/2019

JOB ANNOUNCEMENT

Organizational Ability

- Strong attention to detail.
- Ability to develop and maintain record keeping systems and procedures.
- Skill in organizing resources and establishing priorities.
- Excellent 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, including asking for and offering support when needed.
- Ability to work, and be culturally responsive with, individuals and teams of diverse economic, social, educational, and cultural backgrounds.
- Ability to work through highly emotionally meeting topics and confidential information with care and professionalism
- Recognizes the need for self-care in effectively managing work duties.
- Ability to work with and support highly emotionally people in a professional and courteous manner.
- Ability to effectively coordinate and facilitate meetings and trainings.

Analytical Skills

- Excellent problem identification, coaching, mediation and resolution skills.
- Ability to work through complex situations and to collaborate effectively with personnel in order to provide timely and effective problem resolutions.
- Ability to set work priorities.
- 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, including extensive travel, day, evening, night, or weekend hours.
- Must possess a valid California Driver's License, a reliable automobile and auto insurance.

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5/9/2019

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- 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

Fax: 916-244-1905

E-mail: jwatson@thecapcenter.org

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