November 13, 2014

Trainer, UAS1422
School of Social Work – Center on Child Welfare

Salary Range: $64,000 - $68,000/annually depending on qualifications and experience.

Work Schedule: Full time position, Monday - Friday, 8:00 am - 5:00 pm; exempt position. This position is eligible for benefits. This appointment will expire on or before March 31, 2015 and is subject to renewal depending upon availability of funds.

Under the supervision of the Director at Cal State LA’s Center on Child Welfare (CCW), the full-time Trainer will provide leadership and day-to-day management of the Center’s training and education activities. The Trainer will work in collaboration with Cal State L.A., the University Consortium on Children and Families (UCCF) and the Los Angeles County Department of Children and Family Services (DCFS) to develop, conduct and/or present training programs for current employees and those preparing for employment with DCFS. This includes but is not limited to Foundation Training, Emergency Worker (ER) Training, In-Service Training and Advanced In-Service Training.

Essential Functions:

1.) Training Delivery, Management and Evaluation (70%). Oversee the coordination of training sessions and other activities as necessary to ensure effective implementation of all training at the Center. This includes the following responsibilities and tasks:

   • Consult and collaborate with the Cal State LA Center Director, along other UCCF trainers and DCFS staff, regarding the identification of training needs and its delivery to trainees.
   • Schedule, attend and personally deliver selected trainings at Cal State LA and other UCCF training locations outside of Cal State LA when required by the grant contract, including simulations.
   • Identify and subcontract (when appropriate) other trainers and consultants to develop and/or provide training program modules in order to fulfill grant contract, including simulations.
   • Coordinate with Center staff set-up logistics for trainings held at the Center, as well as any off-site trainings that the Center is responsible for as a contracted training deliverable This includes catering, parking, training materials, PowerPoints, and any other details required to ensure a successful training.
   • Participate in scheduled UCCF and/or DCFS training, planning meetings.
   • Assist in conducting various quality control or needs assessments or training evaluations.
   • Develop new training curriculum and delivery methods when required.
   • Participate in evaluation of training sessions as coordinated by UCCF or DCFS.
   • Institute specific standards, practices and processes that will ensure training programs are successfully and consistently executed.

2.) Grant Compliance (10%) Submit quarterly grant reports to the Center Director regarding all training activities, attendance, and grant deliverables met during a specific quarter.

3.) Supervision (10%) Supervise and support the Center’s Program Assistant in her/his work related to training activities. This includes setting up the Center’s main training room and Simulation Stage, as well as ensuring training PowerPoints, materials, sign-up sheets, and other items are secured. Actively engage in creating a positive, supportive work relationship that helps individuals grow and succeed.

4.) Budget Monitoring (10%) In partnership with the Center Director, monitor budget line items related to trainings. Work closely with Center Director and Fiscal staff to address any fiscal issues.

5.) Additional Duties (5%) Perform other duties, such as speaking/training at professional conferences about the Center-especially the education and training services. Designs presentations related to these
services for delivery at events when needed. Contribute to the professional tone and approach at CSULA Center on Child Welfare. Other duties as assigned.

Requirements: B.A. in related field is required. Master’s degree in Social Work or similar field is a plus but not required. A minimum of 3 years of full time experience as a trainer, with specialty in child welfare and/or expertise in topics related to child welfare. Must be a licensed driver in the State of California with own car and liability insurance. Familiarity with PC and MS applications; must have excellent interpersonal skills, willingness and ability to: communicate well and also in public; travel and prioritize work accordingly; and be able to speak, understand, read and write grammatically correct English. Physical requirements include the ability to stand for several hours, reach, grasp, walk, sit, carry, bend, stoop repeatedly, and lift heavy weights/items. Fingerprinting will be taken and checked by the California Department of Justice and the FBI.

Desired Qualifications: Five or more years of experience as a Trainer in the Child Welfare field. Knowledge of State training requirements for county child welfare workers is a plus.

Review of applications/resumes will begin November 20, 2014 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. A completed UAS employment application is required:

http://www.calstatela.edu/univ/uas/doc/forms/humanresources/employment_application.pdf

You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.