



Training Specialist

J
O
B

O
P
P
O
R
T
U
N
I
T
Y

If you are interested in applying, submit a cover letter and resume to Sarah Chesley, via email – Sarah.Chesley@cnswfl.org. This position reports to the Supervisor of Training.

- Children's Network of Southwest Florida, LLC does not discriminate based on age, race, national origin, gender, religion, veteran status, or disability in employment, in provision of services, or in access to programs
- Children's Network of SWFL is an Equal Opportunity Employer, Drug Free Workplace
- Children's Network is an E-Verify Participant; Pre-Hire background checks are mandatory

MINIMUM REQUIREMENTS

Education / Experience / Certification

- ◆ A Master's or bachelor's degree from an accredited college or university
 - ◆ Official transcripts are a mandatory requirement
- ◆ Florida Child Welfare Full Certification - (Case Management, Licensing, or Investigations)
- ◆ Must achieve Trainer Certification within 1 year of hire
- ◆ Supervisory experience preferred
- ◆ Facilitation skills in adult learning preferred
- ◆ Some travel required

General Purpose of Position (Full job description will be provided upon interview)

Participate in the design, development, implementation, and coordination of the training system for the Children's Network. Trainers conduct Pre-Service and In-Service sessions, field training and professional development for child welfare staff and community providers.

Essential Duties and Responsibilities

- ◆ Participate in coordinating, developing, training, and implementing the training program for direct service professionals in foster care, adoption, family preservation and support staff.
- ◆ Design curricula using Multiple Intelligence methods for required training for Children's Network.
- ◆ Prepare teaching materials; adapt instructional material from professional and educational sources for use of staff receiving on-the-job training; research and review informational materials concerning best practices, new training methods and techniques.
- ◆ Track employee training progress and session evaluations
- ◆ Provide field training for candidates seeking certification
- ◆ Create professional development plans with staff who require skill building assistance
- ◆ Monitor training cohort progress, identify training needs, provide individualized on-the-job training

Certificates, License, Registrations, background checks, drug screens

- Valid driver's license required, a clean driver's license check (required), and proof of insurance
- Drug Screening is required
- Children's Network participates in E-Verify
- Criminal background screening mandatory (local law enforcement / FBI / FDLE, and Abuse Registry)

If you are currently an employee of Children's Network of Southwest Florida, LLC, or one of our Case Management Organizations, it is necessary that you notify your current Supervisor, prior to applying