

Job Title	Director of Training
Employer/ Agency	Harris County Protective Services for Children and Adults (HCPS)
Job Description	<p>The Director of the Harris County Protective Services for Children and Adults (HCPS) Training Institute is responsible for the design, direction, coordination, planning, and implementation of all training related activities for all levels of HCPS staff. This position is an integral part of the department and supports HCPS leadership by providing training services and expertise in the areas of coaching and soft-skills training, leadership development, and change management. Other duties include, but are not limited to, development of initial and continuing educational programs that are consistent with the agency's overall mission, vision, and goals, which support, enhance and sustain an effective workforce.</p> <ul style="list-style-type: none"> • Provides leadership development and coaching training for individuals and/or groups to improve overall organizational effectiveness. • Develops, evaluates, and monitors performance of new and existing training programs; ensures resources are acquired and efficiently utilized in compliance with agency regulations. • Creates or provides oversight for curriculum design develop. • Procures and negotiates contract training. • Evaluates HCPS training needs based on employee feedback. • Provides one-to-one consulting to divisional leaders to facilitate training strategies in response to agency employee needs assessment/surveys; Develops plans of action to address identified needs. • Develops unit policies and procedures to manage day-to-day operations. • Reviews and interprets agency guidelines, procedures, rules and regulation. • Establishes priorities, standards and measurement tools for tracking staff progress towards meeting identified goals. • Provides specialized training to all areas of HCPS. • Establishes and monitors service contracts for training vendors in accordance with established guidelines. • Interfaces with external stakeholders through community participation to stay abreast of current social work and staff

	<p>development trends.</p> <ul style="list-style-type: none"> • Prepares and maintains the training program budget. • Manages the agency's student internship program for social work related positions. • Serves as a subject matter expert to division administrators. • Participates in board related meetings and activities. • Coordinates new employee and board orientation program. • Oversees supervision for four positions. • Serves as facilitator for special projects with community partners and stakeholders as requested. • Performs other duties as assigned.
Qualifications	<ul style="list-style-type: none"> • Master's Degree in Social Work or a social or behavioral science. • Five years' experience in curriculum design for adult learners and administering adult educational programs in the child welfare arena; and • Three (3 years' experience in administrative management, and supervision in the social services environment. • Valid driver's license. • Working relationship with any Harris County Protective Services' community partners or stakeholders. • Knowledge of agency policies and procedures, funding sources, and local social service community partners within Harris County. • Overall knowledge of Harris County Protective Services programs provided by HCPS and the child welfare system. • Ability to drive and travel if requested. • Knowledge of program evaluation techniques and processes. • Organizational skills. • Ability to develop and monitor a program budget. • Time management skills. • Ability to communicate effectively orally and in writing. • Ability to accept and utilize suggestions and/or criticisms from a variety of staff. • Ability to develop good working relationships with various levels of staff, including .board members. • Ability to exercise flexibility.
Salary/Hours	<p>8:00 a.m. - 5:00 p.m. Monday – Friday</p>

Salary: DOQ

Employer/Agency	
Address	
City, State, Zip	
Contact Person	
Contact Title	
Telephone Number	
Fax Number	
Email Address	
Application Method	http://www.harriscountytexas.gov/hrm Position #01501 DIRECTOR OF TRAINING BQ
Opening Date	

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