

<b>Job Title</b>	Training Coordinator
<b>Employer/ Agency</b>	Harris County Protective Services for Children and Adults
<b>Job Description</b>	<p><b>Position Description</b></p> <p>Under the direction of the Training Institute Manager, the Training Coordinator plans, coordinates and monitors staff development projects and programming for all Harris County Protective Services for Children and Adults (HCPS) and Department of Family and Protective Services (DFPS) employees as needed. Serves as subject matter expert for Regional DFPS/CLOE and HCPS Quality Improvement programs respectively.</p> <ul style="list-style-type: none"> <li>• Develops and compiles agency-wide surveys as required for quality assurance purposes.</li> <li>• Oversees, interprets, and sustains the HCPS Continuing Education Unit (CEU) Credits accreditation program.</li> <li>• Designs and implements all master schedules for agency-wide training initiatives for both internal and external partners.</li> <li>• Develops course curricular and skill development activities for specialized programming within each division.</li> <li>• Serves as the instructional leader for the Guardianship program, First-aid/CPR and CPI.</li> <li>• Serves as TI representative for all assigned committees.</li> <li>• Attends agency meetings in the absence of the program director as assigned.</li> <li>• Assists in planning, developing and implementing curriculum materials for educational purposes.</li> <li>• Participates in the development of goal-setting strategies, initiates solutions, and action plans to meet identified project goals and objectives through involvement with such committees as HCPS Safety Committee; PQI; Youth Services Division; Staff Development; and Guardianship.</li> <li>• Serves as subject matter expert and assistant to the QI program performing agency-wide surveys, research, evaluations, data collection and interpretation, and other technical duties as assigned.</li> <li>• Serves as a subject matter expert regarding master scheduling, CEU offerings, curriculum development and coordination for both HCPS and DFPS Regional departments.</li> <li>• Designs, develops, and implements comprehensive curriculum review systems designed to ensure systematic and timely review, evaluation, and revision of curricular materials.</li> <li>• Provides instructional leadership by representing the Training Institute in intra and inter agency surveying and applying state-of-the-art theory and research, and launching initiatives for instructional improvement.</li> <li>• Certifies and trains all HCPS staff in CPR/First Aid as required.</li> <li>• Collaborates with technology, and staff development services in evaluating and recommending instructional materials to meet the needs of staff through participation in committees and special task forces.</li> <li>• Collaborates with staff development to coordinate the planning and delivery of specialized training classes for HCPS staff.</li> <li>• Exemplifies the desired culture and philosophies of the organization.</li> <li>• Works effectively as a team member with other members of management and the human resources staff.</li> <li>• Attends work regularly in accordance with agency leave policy.</li> <li>• Performs other duties as assigned and required to maintain unit operations.</li> </ul>

<b>Qualifications</b>	<p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Master's of Social Work degree from an accredited university; <b>and</b></li> <li>• One (1) year of experience in the social service field.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• Master's degree in the Human Services field; <b>and</b></li> <li>• Three (3) years' experience in the human services field.</li> </ul> <p><b>Plus</b></p> <ul style="list-style-type: none"> <li>• Valid driver's license, reliable transportation, and automobile liability insurance.</li> <li>• Advanced computer skills.</li> <li>• Able to demonstrate evidence of exceptional instructional leadership, interpersonal, managerial, and communication skills.</li> <li>• Proficient in the use of various computer data management packages and programs.</li> <li>• Ability to teach and train others.</li> <li>• Proven ability to function as a team player and produce outcomes that are satisfactory to all relevant parties in the organization.</li> <li>• Knowledge of and ability to analyze data, social services outcome measurements, PC statistical packages, and databases.</li> <li>• Ability to use qualitative and quantitative research methodologies.</li> <li>• Ability to develop, administer, and/or present adult curricular and skill development activities.</li> </ul>
<b>Salary/Hours</b>	Full Time, DOE
<b>Employer/Agency</b>	Harris County
<b>Application Method</b>	<a href="https://www.governmentjobs.com/careers/harriscountytexas/jobs/2241175/training-coordinator">https://www.governmentjobs.com/careers/harriscountytexas/jobs/2241175/training-coordinator</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

