

Job Title	HIV Case Manager Training Specialist IV
Employer/ Agency	Texas Health and Human Services
Job Description	<p>Job Description: Training Specialist IV Under the general direction of the HIV Care Services Group Manager, works independently and collaboratively to plan, develop, design, coordinate, implement, evaluate and conduct training programs, workshops and special projects on HIV case management. Designs and develops curricula based on needs assessment and adult learning theory. Develops, revises and provides training and educational materials and support DSHS funded HIV/STD contractors with a focus on HIV care programs. Conducts needs assessments and creates curricula, reports, memoranda, correspondence, teaching aids and other written documents. Plans, promotes, implements and delivers customized training when needs assessment determines training is necessary. Coordinates with DSHS clinical and program consultants to ensure regional needs are covered in training. Participates in special projects and may represent the agency on committees and special projects. Serves as the training liaison for planning groups and Administrative Agencies to coordinate training needs assessments and assist contractors in obtaining desired training and technical assistance (TA) through referral and/or customized curriculum or TA development. Works under general direction with extensive latitude for the use of initiative and independent judgment.</p> <p>Essential Job Functions: (40%) Plans, develops, coordinates, implements, delivers and evaluates training programs and technical assistance for DSHS employees, contractors, and public and private health care professionals. Training courses include: Clinical Case Management, Eligibility, Cultural Competency, and Quality Assurance for Supervisors, and others. Develops curricula based on adult learning theory. Develops, revises and provides training/educational materials and technical assistance to programs. Researches pre-existing trainings and vets them for continuing education. (20%) Conducts needs assessments and delivers customized courses in response to needs identified by supervisors, regional staff, local health department staff, area planning bodies, and/or other DSHS programs including courses addressing the needs of special client populations, clinicians, case managers, and outreach workers. Maintains current live and on-line courses available. (15%) Provides follow-up technical assistance and quality assurance to contractors by direct observation, coaching, constructive feedback and support. (15%) Acts as training liaison with Administrative Agencies to coordinate training needs assessments and assist contractors in obtaining desired training and technical assistance through referral and/or customized curriculum in order to meet the needs of staff and clients. (5%) Prepares or assists in the development of correspondence, memorandums, grant applications, budgets and related reports, policies and procedures. Participates on committees and special projects as directed. (5%) Other duties as assigned,</p>

	including but not limited to actively participating and/or serving in a supporting role to meet the agency's obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location.
Qualifications	<p>Registration or Licensure Requirements: Graduation from an accredited four-year college or university with major course work in social work, behavioral science, health care, or public health.</p> <p>Initial Selection Criteria: Graduation from an accredited four-year college or university with major course work in social work, behavioral science, health care, or public health. Working knowledge of clinical case management and methods to deliver medical and psychosocial services to persons with HIV. Knowledge of audio/visual hardware/software needed to produce and deliver curricula</p>
Salary/Hours	\$3,520.33 - \$4,666.00 monthly
Employer/Agency	Texas Health and Human Services
Address	1100 W 49TH ST
City, State, Zip	AUSTIN, TX
Application Method	Apply online: http://dshs.texas.gov/Search-Jobs.aspx
Opening Date	Immediate

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