



JOB DESCRIPTION: HomeSAFE Training Specialist

Job Summary

The Training Instructor is responsible for managing, designing, developing, coordinating and conducting all training for HomeSAFE Family Services, a program of Pathways Youth and Family Services, Inc. (Pathways). The Training Instructor will work closely with HomeSAFE's management team to identify required training and to map out development plans for teams and individuals in order to develop competent and skilled staff who perform their jobs effectively and efficiently.

Responsibilities

General:

- Contributes to Pathways' and HomeSAFE's mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as HomeSAFE's Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline
- Establishes relationships and communicates with all staff, clients, DFPS, and other community stakeholders
- Works with supervisors and management to identify and seek resolution for potential problems arising with staff, clients, or other involved parties
- Ensures all electronic records are maintained and are current
- Attends staff meetings, conferences, workshops, seminars, and any other programs to ensure that most up-to-date information is provided to staff and management
- Participates in monthly meetings with the local staff
- Completes other duties as directed by the Executive Director and/or Pathways' leadership

Training:

- Collaborates with management to identify Pathways' and HomeSAFE's training needs
- Researches and implements new training curricula and improves current training
- Delivers training or coaching via seminars, lectures, and team exercises to teach and update staff on the goals and performance measurements, as outlined in the DFPS contract, of Pathways and HomeSAFE, as well as procedures, processes, workflow and DFPS contract requirements
- Ensures staff are up-to-date on process and procedure changes, policies, workflows, systems, and programs
- Schedules appropriate training sessions as identified by DFPS contract standards and HomeSAFE requirements which are, but not limited to, DFPS Training/DFPS Legal, DFPS Impact 2.0 and other DFPS systems, Trauma Informed Care, Trauma Informed Training with TBRI Principles, Cultural Competence, 5 Principles of Healthy Living, FBSS Screening Tools, Family Plan of Service, Family Engagement and Successful Discharge, and Family Team Meetings
- Oversees, facilitates and directs seminars, workshops, individual training sessions, events and lectures, including scheduling, facility and audiovisual setup and participation notification by acting as a liaison between employees, stake holders, and community initiatives
- Creates training budgets and reports expenses
- Prepares training materials such as module summaries, videos, and presentations and forwards to Executive Director for review
- Provides reports to management on training status and results, and submits completed staff evaluations after training, including post-training test results

- Uploads all training certificates to Extended Reach Human Resource Files to ensure that all employees meet DFPS contract requirements and are performing job responsibilities according to training

Supervisor: HomeSAFE Executive Director
Supervises: N/A
Work Hours: Flexible
Classification: Exempt

Education & Experience

- **Educational Qualifications** – A bachelor’s degree from an accredited college or university and nine credit hours in undergraduate level courses that focus on family and individual function and interaction
- **Professional Qualifications** – At least 2 – 5 years proven experience in a training/teaching position, preferably with child welfare or social work experience

Knowledge, Skills, & Abilities

- Thorough working knowledge of needs of clients in Family Based Safety Services (FBSS)
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow and improve
- Ability to effectively communicate with HomeSAFE’s staff, stake holders, external agencies, and professional service providers via phone, in person and through written correspondence
- Competent in using Microsoft Word, Excel, Power Point, Go To Meeting, the Internet and other software applications
- Organizational skills
- Ability to effectively present information and training to others
- Exceptional facilitation skills and the ability to deliver training as well as coordinate outside resources
- Ability to develop problem-specific training modules

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen

Physical Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

Effective: 5/16

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

Printed Name

Signature

Date

Supervisor Signature

Date