



Clermont County, Ohio
Human Resources Department
101 East Main Street
Batavia, Ohio 45103

REGIONAL TRAINING COORDINATOR

Department: Department of Job & Family Services, Southwest Ohio Regional Training Center (SWORTC), More than 1 position may be filled

Type: Full-Time Permanent (Classified) **FLSA Status:** Non-Exempt

Probationary Period: 120 Days **Bargaining Unit Position:** No

Rate: Pay Range 16 - \$19.47 hour minimum **Deadline to Apply:**

JOB DUTIES:

Plans, develops, and schedules trainings for the Ohio Child Welfare Training Program (OCWTP) or the Ohio Human Services Training System (OHSTS) which may include child welfare staff and supervisors, foster and adoptive families, and/or adult protective services and JFS staff. Collaborates with counties within the region in the identification of their training needs and supports needed for manager, supervisor, and staffs' professional development. This information will be gathered through (but not limited to) the following: county sites visits, Individual Training Needs Assessments, and county and stakeholder feedback.

Acts as a liaison to county agencies regarding program guidelines, implementation methods, data collection and overall social program outcomes. Represents assigned region(s) at meetings, seminars and conferences. Acts as liaison with all involved counties and community partners. Meets with administrators and supervisors to educate, answer questions, secure information and assist in special events. Promotes program participation. Track and share with counties the status of required trainings and develop methods to ensure training requirements are met.

Works closely with contracted trainers, Institute for Human Services (I.H.S), and Ohio Department of Job and Family Services (ODJFS) in the development of curriculum content and training methodologies. Observes and provides technical assistance to trainers in an effort toward continuous quality improvement. Manages and administers the administrative budget. Recruits potential trainers to meet the needs of the counties and/or region. Provides technical assistance in program development. Assists and develops new policies, business processes to increase program effectiveness. Supports and participates in the implementation and roll out of ODJFS Initiatives.

Participates in the ongoing maintenance and quality improvement of the training programs supported by the Southwest Ohio Regional Training Center (SWORTC). Attends work retreats, participates on work teams, attends monthly meetings and serves on committees as directed by the SWORTC Administrator.

Attends necessary approved training as required. New and other related duties as assigned.

MINIMUM QUALIFICATIONS:

Completion of bachelor's degree in a social services or human resources related field preferred. Also requires two (2) years of appropriate paid work experience in direct child welfare practices or two years' experience in the administration of a professional staff development program. Must have a car and maintain a valid driver's license issued by the state of residency and required auto liability insurance.

-or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

APPLICATION:

A cover letter, resume, and application must be submitted on-line at <https://clermtauditor.munisselfservice.com/employmentopportunities> no later than the advertised deadline date.

BENEFITS: Clermont County offers a variety of very desirable benefits to its employees which include: Health, Dental, Vision, and Life Insurance; Long Term Disability; Flexible Spending Accounts; Employee Assistance Program (EAP); Public Employees Retirement System (PERS); Deferred Compensation Plans (Supplemental Retirement Accounts); Tuition Assistance Program; Vacation - Two weeks after one year; Sick Leave - 15 days per year; Personal Leave - 8 hours per year; Holidays - 10 paid per year; Direct Deposit; Healthy Work Environment - Clermont County provides a Smoke-Free and Drug-Free workplace.

ADDITIONAL INFORMATION:

Applicants must meet the minimum qualification requirements stated above. Military education and experience may be substituted for college and vocational certificate level course work on a case-by-case basis based on the American Council on Education (ACE) Military Guide recommendations. For consideration please include a military transcript and/or Form DD214 with your application. Conditions and procedures for selection will be consistent with Clermont County Personnel Policy and/or Collective Bargaining Agreements, if applicable. Also, certain classifications, because of the nature of the work, require pre-placement and/or periodic physical examinations which may include drug/alcohol screening tests. Employment in a position with Clermont County Department of Job and Family Services is contingent upon successful completion and favorable adjudication of a criminal background check conducted by the Ohio Bureau of Criminal Investigations and the Federal Bureau of Investigations.