

POSITION TITLE: TRAINING CENTER COORDINATOR

POSTING DATES: Until Filled

THIS IS AN ECORTC GRANT POSITION: NON-BARGAINING UNIT

SUPERVISOR: Brian K. Wear, ECORTC Director

STARTING RANGE: Pay Range per hour base rate, \$17.51 – 22.13 (CW1-CW4 pay range)

SELECTION PROCEDURE: A qualification review and structured interview by panel.

POSITION REQUIREMENTS:

- Assists director in developing, maintaining, and evaluating training program.
- Provides support and assistance to constituents in a 10-county region in performing training coordination, needs assessments, and logistical planning and implementation of training. Locates and schedules trainers to provide staff/foster parent training by reviewing outlines, agendas, and handouts in each skill area; processes payment data for each training/trainer; reviews monthly payment fiscal data to ensure accurate payment to each trainer.
- Maintains trainer files assuring resumes, trainer outlines, agendas and handouts are current and accurate.
- Coordinates regional foster/adoption specialists' meetings; schedules quarterly training meetings; disseminates information pertinent to the foster program; Chairperson for annual foster parent conference by assessing foster parent needs, locating trainers, training sites, and processing fiscal data.
- Schedules and logistically plans and implements training to meet 10-county agency training needs.
- Extensive computer input and reporting.
- Ability to troubleshoot and set up training equipment software and hardware.
- Travel is required to work teams and meetings on and off site.

EDUCATION & MINIMUM REQUIREMENTS:

- Requirements: bachelor's degree Social Services related.
- Must hold a valid Ohio driver's license and maintain automobile liability insurance.
- Competency in technology skills and excellent oral and written communication.
- Ability to relate to individuals from various social, economic, and cultural backgrounds.
- Strong attention to detail and logistical planning.
- Proven ability to collaborate with multiple organizations.
- Preference: Competency in work in an education setting and/or adult learning with at least 2-years of experience working in a PCSA as a Supervisor, Caseworker, or Adoption Assessor.

APPLICATION PROCEDURE: All applicants must submit an application (available from Business Director), cover letter, resume, three professional references, and any other documents that demonstrate applicable training and skills for this position (i.e., College Transcripts).

All applications and additional forms must be submitted to Brian Wear, RTC Director brian.wear@jfs.ohio.gov (to be date stamped) within the posting time frame.

Equal Opportunity Employer