

# California State University, Fresno Foundation

## WORKFORCE DEVELOPMENT SPECIALIST (CHILD WELFARE) – BAY AREA ACADEMY JOB ANNOUNCEMENT #18-980

<b>POSITION SUMMARY:</b>	<p><b>Three (3) full-time, benefited positions for the California State University, Fresno Foundation.</b> The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University, Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and organizational support to child welfare staff and other IVE eligible agencies in twelve (12) Bay Area counties.</p> <p>The Workforce Development Specialist develops and implements Annual Training Plans for assigned counties and Regional Projects within the Bay Area. The Workforce Development Specialist will engage in and provide oversight of a range of workforce development and educational activities, including curriculum development, training delivery, coaching and mentoring, transfer of learning, needs assessment and evaluation activities. The Workforce Development Specialist is responsible for the timely delivery of all activities identified in Annual Training Plans and the management of the corresponding budget for each assigned project.</p> <p>The Workforce Development Specialist is a member of the Academy’s Leadership Team.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general direction of the Program Development Manager, this position is responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Following the Academy’s protocol, developing and implementing an Annual Training Plan for each assigned project.</li> <li>• Provide budget oversight for each assigned project ensuring that all deliverables are met on time and within budget.</li> <li>• Identify, develop, coordinate and oversee all subcontractors needed to ensure timely completion of all deliverables.</li> <li>• Lead and contribute to the development and implementation of Advanced Series Trainings</li> <li>• Lead regional and statewide activities</li> <li>• Negotiate contracts with Independent Contractors, within the parameters of the Foundation’s Independent Contractor guidelines and Bay Area Academy’s fiscal processing parameters and management approval.</li> <li>• Review and provide guidance to trainers and coaches when developing requested curricula to ensure adherence to the Academy’s curriculum guidelines.</li> <li>• Oversee logistics including scheduling for training events in collaboration with county representatives and Operations Team</li> <li>• Meet regularly with county representatives at county agencies to identify and monitor capacity-building needs throughout the duration of the implementation of the Annual Training Plan.</li> <li>• Meet with Independent Contractors as needed to provide quality training and consultation.</li> <li>• Maintain regular verbal, face-to-face and written contact with Independent Contractors, county staff, and academy staff including the Assistant Director.</li> <li>• Attend Bay Area Academy Staff Meetings, Leadership Team Meetings and other meetings as assigned by the Program Development Manager.</li> <li>• Regular, ongoing travel throughout the Bay Area and the state, which requires a valid driver’s license, reliable vehicle and valid insurance.</li> <li>• Other duties as assigned</li> </ul>
<b>POSITION REQUIREMENTS:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p><b>Minimum:</b></p>

	<ul style="list-style-type: none"> <li>• Master's degree (M. A.) in social work, counseling, or other related field</li> <li>• Four (4) years of progressively responsible professional experience in child welfare and demonstrated leadership skills and abilities</li> <li>• Training experience and/or experience in coordinating program delivery in a staff development program</li> <li>• Proven ability and experience in project and budget management</li> <li>• Knowledge of workforce development principles and concepts</li> <li>• Knowledge of implementation science and principles of organizational culture and climate</li> <li>• Successful experience in conducting meetings and facilitating groups</li> <li>• Demonstrated knowledge of current child welfare practice</li> <li>• Proven ability to design and conduct a training needs assessment</li> <li>• Demonstrated professional writing and speaking skills</li> <li>• Fluency in computer skills, including Microsoft Work suite including word and excel and experience working in cloudbased environment</li> <li>• Demonstrated experience in working in collaboration with other professionals</li> <li>• Must possess a valid driver's license in good standing, reliable vehicle, and valid insurance as travel is required within the Bay Area and throughout the state.</li> </ul> <p><b>Preferred:</b></p> <ul style="list-style-type: none"> <li>• Two (2) years experience in a public social service agency</li> </ul>
<b>COMPENSATION:</b>	\$5,833.33-\$6,333.33/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k), vacation, sick, and holiday pay.
<b>DEADLINE:</b>	<b>Application review begins June 18, 2019; open until filled.</b>
<b>TO APPLY:</b>	<p><b>Please visit the Auxiliary Human Resources page at <a href="http://www.auxiliary.com">www.auxiliary.com</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</b></p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

## **RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>*

*Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**