

POSITION OBJECTIVE: This is a highly responsible position where the individual will work with NWF Health Network (NWFHN) Training Team to develop, present, and track child welfare and Foster Parent/Adoptive Parent training consistent with all state and federal rules/laws. This position will assist in the development of training to enhance the Pre-service training to embrace the system of care initiatives; will participate on peer review teams for quality improvement; will assist staff in obtaining and maintaining child welfare certification; will require in depth knowledge and skills in case assessment, risk assessment, Florida's Practice Model and the child welfare system. This position will be expected to obtain expert proficiency in the Florida Safety Decision Making Methodology and serve as a case consultant for child welfare staff. This position will be responsible for assisting in all functions of the NWFHN Training Department and will be expected to provide training services to staff in all service locations covered by NWFHN. The Training Specialist will research and seek out community partners and resources for conferences and specialized training to improve the NWFHN system and serve as a leader on local, regional, and statewide work teams and committees. The Training Specialist will be responsible for utilizing a data entry process to track all training and all trainee participation including all the documentation required for Child Welfare Professional Certification and NWFHN Quality Management.

ESSENTIAL FUNCTIONS:

- Work with other NWFHN staff to strengthen the effectiveness of service delivery to children and families including Foster and Adoptive Parents
- Develop and train Pre-service and In-service courses that are consistent with the NWFHN system of care plan, COA standards and reflect current best practice in child welfare.
- In collaboration with the child welfare professional's supervisor, mentor provisionally certified child welfare professionals transitioning from the classroom to the field to assist in the transfer of learning.
- Provide structured feedback and coaching to trainees and their case management supervisor.
- Develop a Training Development Plan for each trainee.
- Develop and deliver training that meets all requirements for Child Welfare Professional Certification
- Obtain and maintain expert proficiency in the Florida Safety Decision Making Methodology and serve as a case consultant for child welfare staff.
- Develop brown bag/lunch and learn workshops on identified topics. Develop all training based on lead agency benchmarks and DCF goals.
- Identify policy and procedure needs as identified in training.
- Assist Training and QI Supervisor in developing any needed training identified through qualitative and quantitative analysis as potential quality improvement solutions.
- Keep updated on national and state best practices

**NWF Health
Network
QI Training Specialist**

- Implement the NWFHN system of care and strategic plan through training and community development.
- Promote team family centered practice and positive approach to working with others.
- Participate in conference calls, video teleconferences, district and/or state meetings as directed.
- Provide Training to all child welfare staff and community partners.
- Assist with coordination and tracking of all training.
- Assist with development and delivery of local conferences/workshops.
- Assist with CEU approval requests.
- Performs other duties as assigned by the Supervisor or NWFHN

QUALIFICATIONS:

REQUIRED:

- Bachelors from an accredited college or university or a combination of education and experience required for eligibility for a child welfare certification by the Florida Certification Board. (See Requirements in Attachment).
- One year of experience in the area of training, coaching, development of training and/or making presentations before large groups
- Child Welfare Professional Certification

PREFERRED:

- Child welfare supervisory experience
- Child Welfare Trainer Certification
- Adoption Competency Certification
- Certification to train Foster Parents
- Knowledge of and experience using computer systems

SKILLS:

- Strong presentation skills
- In-depth working knowledge of child welfare including best practices for delivery of child welfare services
- Excellent organizational skills
- Strong working knowledge of law and rule
- Ability to develop content related to identified training needs
- Excellent written, oral and interpersonal communication skills

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- Strong teamwork skills
- Knowledge of professional ethics relating to child protection

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date

**EDUCATIONAL REQUIREMENTS FOR POSITIONS REQUIRING CHILD WELFARE
CERTIFICATIONS**

Qualifications:

- A high school diploma or GED equivalent and four years of law enforcement experience or active military service (honorably discharged or status that current service reflects serving honorably); **or**
- An associate degree or 60+ credit hours from an accredited college or university and two years of professional work experience (see examples below) or two years of law enforcement experience or active military service (honorably discharged or status that current service reflects serving honorably); **or**

Examples of professional work experience could be, although not limited to:

Guardian Ad Litem or similar child advocate role

Family Support Worker

Group Home Worker

Teacher's Assistant/Aide

Daycare Provider/Worker

Therapeutic Assistant

Behavioral Health Technician

Family Intervention Specialist

Home Health Aide

Nurse (LPN or RN) or similar profession

Nursing Facility Assistant

EMT

Other welfare, education or medical professional jobs that occur in high-paced, high-stress environments that require critical decision-making to occur

- A bachelor's degree from an accredited college or university.

An official letter from the college/university registrar or unofficial transcriptions with anticipated graduation dates and credits earned must be provided for all diploma/degree requirements.

Proof of conferred degree such as official transcripts or copy of diploma/degree must be provided within 30 days of hire as a condition of employment.

Successful candidates must obtain a Florida Child Protective Investigator Certification from the Florida Certification Board within 12 months after obtaining provisional certification. All staff in direct care positions must maintain certification as a condition of employment. Information regarding certification can be found at: [Florida Certification Board](#)