



Foster/Adoptions RTC Coordinator

Administrative Services

ACCOUNTABILITIES

To assess training needs and facilitate training for Foster and Adoptive caregivers consistent with regional and OCWTP goals and objectives and in compliance with applicable federal, State and local legislation. Assists in the development of long-range training plans to meet regional and agency Foster and Adoption service goals. Assists in the development and implementation of all training related activities, as directed. Designs and conducts training sessions and provides training related support and services to regional agencies.

ESSENTIAL DUTIES

In response to Individualized Development Plan (IDP) data, and in conjunction with the Placement and Public Information Departments, plans, coordinates and facilitates pre-service and ongoing trainings as well as promotes and analyzes training needs of Foster and Adoptive caregivers in the 16 counties serviced by Northwest Ohio Regional Training Center (NWORTC). Provides support in the development of training sessions dictated by agency training plan, legislation and other programming initiatives and needs.

Ensures the quality and accuracy of foster/adoption-training data and assesses and organizes the data for reporting purposes. Monitors/reviews data from training workshops and federal/local training trends and prepares summary reports as appropriate. Analyzes trainer evaluation data, monitors and evaluates workshops and reviews newly developed curriculum, outlines and objectives with trainers to ensure learning objectives are covered and met. Oversees trainer/training activities such as, approves trainer payments and adjust compensation, approves training outlines and handouts, and identifies training sites and finalizes arrangements ensuring equipment and training resources are available. Provides for the facilitation of opening, closing and monitoring of workshops as needed. Introduces and debriefs trainers as well as attends and evaluates workshops in accordance with mandated standards to ensure content integrity and quality. Coordinates and oversees the data entry into SACWIS, Legacy, E-Track and Train Track systems. Oversees online learning resources for the foster and adoption program.

Coordinates, facilitates and consults with 16 counties, assessing specific priority training needs as well as developing actual training packages with designated staff. Participates in the selection process and skill development of trainers as it relates to the Region's needs. Travels to and from training sites, meetings, etc. Collaborates on the development of a regional quarterly on-going caregiver-training schedule/calendar and annual and/or bi-annual Caregiver Conference. Attends OCWTP and NWO/PCSAO, LCCS and other meetings as assigned and participates on relevant subcommittees.

Interviews and assesses candidates for RTC Clerk positions; makes recommendations for hiring.

Consults and meets regularly with Placement Department and Staff RTC Coordinator to design and implement training workshop curricula for Adoptive and Foster caregivers. May consult and meet with Agency Departments to design and implement training workshop curricula for caseworker and supervisory staff. Assists in the development of training interventions and strategies to increase performance of foster/adoptive caregivers, caseworkers and supervisors.

Provides guidance and support to managers on issues relating to employee performance. Provides support in the development of CFSR initiatives specific to bridge performance gaps.

Provides back-up guidance and supplemental support to the Staff RTC Coordinator and the RTC Clerks.

NON-ESSENTIAL DUTIES:

Performs other related duties as assigned including general assistance to other T & D programs as appropriate by supervisor.

ESSENTIAL BEHAVIORS

Must exercise sensitivity, tact and sound judgment. Outgoing and engaging personality.

MINIMUM QUALIFICATIONS

Bachelor's degree in social work, education, or related field required. Master's degree preferred. Valid driver's license, automobile insurance and reliable automobile required. Must possess the ability to utilize computer technology to access information and produce reports. Experience working with and/or providing services to foster caregivers. Excellent oral and written communication skills required. Must possess fundamental research knowledge. Demonstrated knowledge of the following required: Problem solving, adult learning strategies, facilitation skills, and training skills and techniques. Ability to work a flexible schedule, including evenings and weekends, required. Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required.