



# Professional Development Coordinator

## Training and Development

---

### **ACCOUNTABILITIES**

Supports the mission of the agency through the supervision and oversight of staff professional development programs specifically designed for current and future staff of Lucas County Children Services (LCCS). Designs, conducts, and/or procures professional development sessions and related services for the agency. Works in conjunction with LCCS' campus and entry-level recruiting programs, as well as serves as liaison for the region's University Partnership Program. Analyzes, in conjunction with the Human Resources and Training & Development staff, the training needs of the agency. Assists in the development of long-range plans to meet the agency's professional development, community education/ outreach, and entry level recruiting goals.

### **ESSENTIAL DUTIES**

Facilitates staff involvement in identifying professional development needs and problem-solving concerns. Develops and administers coaching and training(s) based on identified training need of the agency professional staff. Reviews and evaluates professional development curricula, materials, literature, and conference announcements for appropriate application to agency program and/or staff knowledge and skill needs. Disseminates relevant professional development materials/announcements to other departments within the agency.

Assists in the planning and management of other educational/professional development programs/resources for the agency, including training focused on the child protection needs of the Lucas County Community. Provides support in the development of training sessions dictated by new program development and other programming needs. Meets regularly with the Human Resource Manager, Training & Development Manager, and Community Development Manager to design and implement curricula and training workshops that are sensitive to and address trends in child protection, employee performance evaluations, and other identified areas.

Assists with development, implementation and presentation of professional development programming that addresses agency needs, including but not limited to, cultural diversity, sensitivity, and other identified competencies. Develops curricula and provides professional development utilizing agency's video, written and other educational resources.

Provides guidance and support to managers on issues relating to employee performance as requested. Provides support in the development and implementation of career goal development plans for agency staff. Consults with Department Director on critical decisions regarding intern performance; as well as personnel/staff performance issues which may arise.

Coordinates miscellaneous conferences as requested and funded by LCCS, ODJFS, Ohio Supreme Court and the OCWTP.

Consults and meets with departments to design, coordinate, implement and/or facilitate leadership professional development activities. Works with Human Resources to assist in succession planning.

Plans, develops, schedules, and implements mandated and specialized professional development for Lucas County child welfare staff and management. Develops training announcements, coordinates registration, and conducts surveys for LCCS specific trainings; makes adjustments to the content as needed or identified via management/staff feedback.

Maintains data and generates reports on LCCS training activities; assesses training needs presented by LCCS management team; secures trainers for in-house training and coaching needs as directed; conduct training programs as needed.

Collaborates with the Regional Training Center to support Professional Development functions and trainings; assists with the auditing of training records for LCCS staff and works with staff on identified problems areas to maintain compliance with ODJFS rules.

Attends and participates in department and unit meetings; recommends appropriate action and/or policies to maximize caseworker and client success, focusing on the safety of children in the agency's care.

Responsible to offer regular support and educational meetings/brown bag lunches for unit, department or division as needed; monitors and tracks staff needs and requests for services to be offered by Human Resources and Training & Development Department.

Participates in regional speaker's bureau and agency wide and community initiatives which support the overall mission of the agency.

Leads process for tuition reimbursement and facilitates meetings for decision making.

**NON-ESSENTIAL DUTIES:**

Performs other duties as assigned by supervisor.

**ESSENTIAL BEHAVIORS:**

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

**SCOPE OF POSITION:** Reports to: Manager-Training and Development

**MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources, social work, education, or related field required. Master's degree and/or HR Certifications preferred. Experience in Human Resources, curriculum design, training, and development, and/or project management required. Demonstrated knowledge of the following required: problem solving, adult learning strategies, facilitation skills, recruiting, and training skills and techniques. Public/human relations, campus recruiting, and organization planning background preferred. Must possess the ability to utilize computer technology to access information and produce reports. Ability to travel, required. Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required.