

<b>Job Title</b>	ACS Workforce Institute Facilitator
<b>PVN ID</b>	PS-1808-002694
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$80,000.00 - \$90,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 19, 2018 (Or Until Filled)

## General Description

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

CUNY SPS is recruiting for full time Child Welfare/Juvenile Justice Facilitators to deliver instructor led training to child welfare and juvenile justice professionals at the NYC Administration for Children's Services (ACS). ACS has partnered with CUNY SPS to create a new professional development entity, the ACS Workforce Institute (ACS WI). With the mission of "Keeping the Learners at the Center," facilitators will create the optimal learning environment and experience for participants throughout the course.

All learning programs are co-facilitated and will be delivered primarily at ACS WI state of the art classrooms. Programs will be dedicated to the following topics for child welfare, juvenile justice and child and family services: building engagement skills using motivational interviewing strategies and coaching processes and techniques, safety and risk, Family Team Conferencing and any of the current evidence-based models. Additionally, facilitators may have the opportunity to become involved with course enhancement post launch and potentially serve as subject matter experts on curriculum development teams for future learning programs.

The new hire will join a team of CUNY colleagues, and will work on site at ACS offices in lower Manhattan.

Hours a week: 35 (full-time)

## Other Duties

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The ACS Workforce Facilitator will:

- Attain certification as a trainer in multiple Workforce Institute learning programs, including foundational courses on motivational interviewing and coaching;
- Deliver child welfare training programs, applying adult learning concepts to effectively engage participants of varying learning needs and styles;
- Foster learning and implementation of best practices within child welfare;
- Participate in professional development sessions to improve platform and classroom management skills while applying the principles of adult learning methodology;
- As needed, serve as a trainer and consultant to support the implementation of evidence-based and evidence-informed models in child welfare;
- As needed, participate on project teams responsible for developing new learning programs and revising existing programs serving as a subject matter expert and/or to review and provide feedback on course design and facilitator materials specifically;
- As needed, perform day-to-day operational duties such as: developing policies, procedures, and/or methods for implementation of training and technical assistance; and participating in field visits, responding to requests and questions from individuals, institutions, government agencies and other stakeholders;
- As needed, perform and direct implementation of transfer of learning opportunities (e.g., consultation via conference calls, coaching, written feedback, technical assistance) in consultation with ACS, faculty experts, and program leadership to help learners apply knowledge and skills to their daily practice;
- Other duties as assigned.

## Qualifications

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Minimum requirements for the position:

- Bachelor's degree in social work or related field required; master's degree preferred.
- 5+ years of experience in child welfare; knowledge of ACS policies & practices, and investigation of child abuse and maltreatment.
- 2+ years of experience in providing foster care or preventive services in New York City or sufficient knowledge of the New York City child welfare system.
- 2+ years of experience in providing child-welfare focused training.
- 2+ years of experience in a supervisory, management, or consultation role.
- Experience in coaching or group facilitation.
- Strong presentation skills in verbal/written communication to present material to diverse audiences in a creative way.
- Demonstrates ability to utilize a variety of training delivery strategies; Ability to manage group dynamics, ensuring participation from all attendees.
- Ability to communicate, network, and interact with, as well as support, effective partnerships with a broad range of internal and external individuals or agency representatives.
- Ability to work effectively as part of a team.

- Ability to carry out complex assignments and adapt to changing situations and priorities.
- Strong computer skills such as training modules and office software (i.e. Microsoft Office and PowerPoint).

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