
Job Title	Training Facilitator (Part Time, 3 openings)
PVN ID	PS-2508-006958
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Innovative Learning Solutions (ILS)
Status	Part Time
Hourly Rate	\$45.00-\$65.00
Hour(s) a Week	0.00-17.00
Closing Date	Oct 07, 2025 (Or Until Filled)

General Description

As a leading online school in New York since 2006, the CUNY School of Professional Studies (CUNY SPS) offers the most online bachelor's and master's degree options at the City University of New York, and serves as the University's first undergraduate all-transfer college. With 26 degrees and numerous other non-degree and grant-funded workplace learning programs, CUNY SPS meets the needs of adults who wish to finish a bachelor's degree, progress from an associate's degree, earn a master's degree or certificate in a specialized field, and advance in the workplace or change careers. Consistently ranked highly by U.S. News & World Report for its online offerings, CUNY SPS has emerged as a nationwide leader in online education. The School's renowned and affordable online programs ensure that busy working adults may fulfill their educational goals on their own time and schedule. As CUNY SPS moves beyond its' 20th year, we dedicate ourselves to engendering an innovative and transformative student-centered experience.

Within and created at the same time as CUNY SPS, the Office of Innovative Learning Solutions (ILS) designs custom workplace learning programs to help organizations achieve their goals. We are experts in research-based learning practices, online as well as in-classroom curriculum development and implementation. We are uniquely positioned to respond to organizational learning needs and support change management initiatives swiftly and effectively.

CUNY SPS has partnered with Administration for Children's Services, Office of Training and Workforce Development (ACS OTWD) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACSWI).

Description:

The ACS Workforce Institute seeks a part-time Training Facilitator to support the launch of the Family First Prevention Service Act, training and coaching Initiative. The FFPSA requires all prevention direct service staff and supervisors to complete and integrate Motivational Interviewing in their practice. Under the direction of the ACS Workforce Institute Director of Prevention MI Coaching, the Prevention Motivational Interviewing Facilitator will provide training and coaching to supervisors and direct service staff in the Preventive Provider

agencies. The Facilitator/ Coach will be devoted primarily to supporting the transfer of learning efforts and ongoing skill development for Motivational Interviewing to the identified Prevention Service staff.

Other Duties

- Support efforts to promote and establish buy-in for the vision and planning related to building a learning culture and implementing the coach approach
- Collaborate with ACS WI coaching team to establish alignment around the coach approach
- Facilitate individual, group coaching, and feedback to help supervisors integrate coaching methods into supervision and support staff in practicing Motivational Interviewing
- Provide onsite technical assistance to aid in implementation and promote the consistent use of Motivational Interviewing in practice
- Assist with the design, pilot and implementation of coaching opportunities for supervisors to support transfer of learning efforts
- Provides technical assistance to provider agency staff by conducting training, coaching sessions and arranging meetings with internal ACS/OTWD staff and external stakeholders
- Work closely with a portfolio of Preventive agencies assignments across the 5 Boroughs
- Develop working knowledge in the continuum of Preventive Services with specific focus on 2 to 3 Evidence Based Models
- Work closely with the OTWD, Preventive provider community and other stakeholders to develop training to advance use MI skills to improve performance
- Establish a system for ensuring supervisory coaching is effectively implemented and monitored
- Attend meeting with ACS leadership to discuss program status, updates and strategies for continued improvement
- Public speaking, as needed, regarding the initiatives described above
- Participate in special projects, as necessary and/or other tasks as assigned
- Complete reports summarizing and explaining data to record/convey work activities/findings/recommendations
- Participate in ongoing professional development coaching sessions with colleagues to enhance own professional development
- Perform day-to-day operational responsibilities, including the set-up and closeout of and closeout of learning spaces, including virtual training platforms
- Other duties as assigned

Qualifications

- Master's degree in social work, Counseling, Psychology, or related field
- Preference for candidates who have experience using coaching and motivational interviewing
- Sensitivity and experience working with diverse cultural and linguistic populations
- A minimum of 5 years of public and/or private agency experience working within a child welfare or juvenile justice system
- A minimum of 2 years of supervisory experience in a social service setting
- Ability to travel between program locations

Preferred Skills:

- The preferred candidate should possess the following: Knowledge of Motivational Interviewing, ability to conceptualize, process, develop and implement projects in a timely manner; strong working knowledge of supervision and coaching on all levels; ability to speak to large groups and experience with facilitation; working knowledge of organizational development and change management theories and strategies; ability to positively engage with partners in various levels of hierarchy; ability to work as part of a team, as well as independently to achieve necessary results; capability to prioritize tasks and manage multiple projects at one time; excellent oral and written communication skills; strong organizational skills and attention to detail; Working knowledge of prevention service Evidence based Programs and commitment to a collegial workplace is required.

The Research Foundation of the City of New York & Diversity

Diversity is a core value at the Office of Innovative Learning Solutions (ILS) at the CUNY School of Professional Studies (CUNY SPS). We are passionate about building and sustaining an inclusive and equitable working and learning environment for all students, staff, and faculty and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.