Training Specialist I

Since 1901 The Children’s Shelter has provided a safe haven for Bexar County children who have experienced abuse, abandonment and neglect. Would you like to be part of a growing and dynamic team that “restores innocence and strengthens families?” Serving over 4,000 children and families each year, we need committed applicants to be part of The Children’s Shelter team. It takes one life to change the life of a child. Will that be you?

The Training Specialist conducts and monitors training activities and events as scheduled in the monthly calendar for The Children’s Shelter staff, foster/adoptive parents, and external consumers in accordance with state licensing standards, Council on Accreditation standards and established TCS agency policy or consumer training requirements. The Training Specialist upholds the corporation’s training program in accordance with TCS philosophies, State of Texas Minimum Standards for Residential Child Care, Council on Accreditation standards and current budgetary guidelines. The Training Specialist helps to coordinate all resources necessary for scheduled instructor/presenter providing training for foster parents or staff of The Children’s Shelter. The Training Specialist completes records of training activities and attendance to include sign-in sheets, evaluation forms, training summaries, and statistics.

Requirements:

- Bachelor’s degree in social services, marketing, training, or human services fields or eight to ten years experience in social services.
- One to two years experience in child welfare training, adult training, or educational program development is preferred.
- Bilingual (Spanish) communications skills preferred (reading, writing, and speaking).
- Working knowledge of the child welfare system preferred.
- Willing to acquire a working knowledge of program operations to include state of DFPS foster care, shelter or residential licensing standards, national COA accreditation standards and TCS policies and procedures.
- Computer literate; working knowledge of Microsoft Office and associated applications
- Favorable background check; Initial negative TB test
- Able to write clearly, accurately, and descriptively using appropriate vocabulary and grammar.
- Skilled in organizing work in an environment with multiple challenges and priorities.
- Ability to engage and communicate effectively with persons from diverse cultures and communities.
- Must maintain training certification standards and requirements.
- Maintain drivers license with a ‘clear’ driving motor vehicle record in accordance with established guidelines of the agency and proof of automobile insurance; access to reliable and safe transportation for self.
- Willing to work evenings and/or weekends and adjust schedules during the week.
- Willing to do local travel to provide training to external customers or agencies.

The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

We offer employment opportunities at our various locations. For current opportunities visit our website www.chshel.org or view job postings at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm

Volunteer opportunities are also available.
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