



## **Training Specialist**

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect.

### **PRIMARY FUNCTION/PURPOSE**

The Training Specialist facilitates and monitors training activities and events as scheduled in the monthly calendar for The Children's Shelter (TCS) staff, foster/adoptive parents, and external consumers. The Training Specialist upholds the agency's training program in accordance with TCS philosophies, policies and procedures, State of Texas Minimum Standards for Residential Child Care, Council on Accreditation standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Facilitates and monitors training activities and events at multiple office locations to include but not limited to New Employee Orientation, CPR, First Aid, Case Management, MANDT and other topic trainings.
- Ensures engagement of training attendees and assesses the learning and comprehension of content for each employee; provides feedback to Training Manager/Director, as needed.
- Maintains the fidelity of the trainings by following course and certification requirements.
- Assist with researching, writing, and creating new training and instructional materials, teaching aids (audio and visual), and other course materials using acceptable innovative methods, techniques, or style.
- Assist in the review of training curriculum to ensure content is compliant with TCS philosophies, policies and procedures, State of Texas Minimum Standards for Residential Child Care, Council on Accreditation standards.
- Supports and role-models the strengthening and management of the culture and practices that reflects the organization's mission, core values, employee promise, and fosters high engagement in staff.
- Attends Training staff meetings and/or professional developmental meetings, seminars, or certification trainings.
- Coordinates all resources necessary for scheduled instructor/presenter providing training for foster parents or staff of The Children's Shelter.
- Builds and maintains strong, collaborative relationships with internal staff, the provider network, clients, and community stakeholders.
- Promotes teamwork within team, program, and agency.
- Assists with identifying external presenters and training resources.
- Completes records of training activities in the Learning Management System and attendance to include sign-in sheets, evaluation forms, training summaries, and statistics.
- Responsible for own personal safety, co-workers, and others that might enter training work area.
- Demonstrates strong commitment to meeting the needs of our customers (children, community members, co-workers, donors, managers, and volunteers), in a friendly and professional manner.
- Responsible for set-up and break-down of tables and chairs and check-out of audiovisual equipment to other departments; ensures the training rooms are kept clean and orderly.
- Maintains inventory of supplies and equipment.

### **REQUIREMENTS**

- Bachelor's degree required, preferable in the field of social services.
- Two to five years' experience working in social services, child welfare training, adult training, or educational program development is preferred.

- Knowledge of DFPS policies and procedures.
- Successful clearance of a criminal background check, including fingerprinting and drug testing.
- Maintain current driver's license/access to reliable and safe transportation for self.
- Working knowledge of Minimum Standards for Child Placing Agencies is preferred.
- Bilingual with English and Spanish is a plus.
- Ability to consistently communicate clearly and calmly with staff and residents in care, both orally and in writing.
- Ability to work flexible hours, including weekend and evening hours in order to meet the needs of the residents and department.
- Ability to maintain professional composure and critical thinking in a crisis driven environment.
- Ability to engage and communicate effectively with persons from diverse cultures and communities, including children/youth, network provider's staff, supervisors, administrators, and the legal and judicial system.
- Ability to operate a personal computer and use various software packages.
- Ability to prepare clear and concise reports.
- Ability to gather, assemble, correlate, and analyze facts.
- Ability to publicly speak in a classroom/virtual setting utilizing audiovisual and technical training aids.

***Join a great team at one of San Antonio's leading non-profit organizations. The Children's Shelter is an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.***

As the oldest and largest shelter for children in San Antonio, we offer employment opportunities at our various locations. For current opportunities visit our website [www.childrensshelter.org](http://www.childrensshelter.org) or view job postings at:

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

Volunteer opportunities are also available.  
The Children's Shelter is an Equal Opportunity Employer.