

## Appendix

# Program Trainer

At Kinnect, we envision a child welfare system in Ohio where:

- Foster care is a temporary or short-term option
- Children and families are empowered to find solutions to the problems they face
- Direct service providers and social workers can establish and maintain a culture of innovation and excellence
- All stakeholders prioritize permanency in each decision made on behalf of a child and their family

We believe that childhood is a fundamental human right, and that every day for a child in foster care is a day in crisis. We envision a world where families, agencies, resources – and children – work together so that every child is loved and nurtured in a permanent chosen family. We develop partnerships that transform beliefs, values, and actions to achieve permanency for all children in the shortest time possible. We've been advancing this mission since 2005 (as Waiting Child Fund).

### Position Summary

The Kinnect Trainer is responsible for delivery of new staff orientation, program-specific training, and stakeholder presentations for all Kinnect staff and programs. This position is directly responsible to the Director of Program Innovation and will help shape learning and engagement for all Kinnect partners and programs. It is critically important for the Trainer to maintain a strong knowledge base of Ohio revised code and administrative code as it relates to child welfare practice. The Trainer will also work closely with the Institute for Human Services and other Ohio child welfare training and program partners. The Trainer is the voice of Kinnect's values, mission, and vision.

### Essential Functions:

- Support OhioKAN through training of Navigators, Coaches, Regional Directors, Regional Coordinators and all other OhioKAN roles
- Lead and assist with the development of new training content
- Provide program-specific stakeholder training
- Provide in-service training as requested for OhioKAN staff
- Mentor new OhioKAN staff through modeling, collaboration, and coaching approaches
- Attend meetings and trainings as requested
- Collaboration for curriculum development
- Build relationships with community partners and engage them in training opportunities as they arise
- Assess and provide feedback to Kinnect supervisors, as well as partner agencies, regarding employee engagement and retention/application of training material
- Build and maintain relationships with Kinnect and partner agency staff
- Documentation
- Accurate tracking of attendance at trainings
- Collection and summary of pre/post-test knowledge checks
- Collection of trainer evaluation forms to be submitted to the Program Director

### Education, Skills & Qualifications:

- Bachelor's Degree in Social Services or related field, required.
- Experience in working in child welfare, social services, academia or government settings, required.
- Minimum of three (3) years training experience, required.
- Ability to travel in state which may include overnight stays up to five nights at a time
- Ability to work a flexible schedule, which may include nights and weekends
- Possess exemplary public speaking and interpersonal skills
- Ability to use customer service initiatives to work with partner agencies
- Ability to work independently
- Ability to meet multiple program deadlines, and manage multiple tasks
- Experience using Microsoft Office
- Possess a valid driver's license and dependable transportation
- Ability to maintain a contact log spreadsheet
- Knowledge of the Ohio welfare system
- Ability to train others
- Must be able to pass a background check

### Additional skills/competencies necessary:

- **Teaming:** Ability to motivate and inspire a team. Must show a commitment to establishing and maintaining vision in a fast-paced fluid environment and to help team members to understand their role in helping to accomplish the vision.
- **Initiative:** Measure self against a standard of excellence. Undertake self-development activities and learn new skills, seek increased responsibilities and ask for and offer help when needed. Demonstrate the ability to work independently and harmoniously with a variety of personalities and leadership styles.
- **Communication Skills:** Clearly and persuasively communicate, including public speaking; listen and seek clarifications; participate in meetings; write clearly and informatively.
- **Integrity:** Work well in a rapidly changing environment; treat others with respect and consideration; accept responsibility for own actions. Understand business

implications of decisions, align work with strategic goals, complete administrative tasks and develop strategies to achieve organizational goals.

- Flexibility: Able to multitask in a changing work environment. Handle competing demands and unexpected events. Willingness to change approach to best fit the situation.
- Dependability: Follows instructions, takes responsibility for own actions; keeps commitments.

**Working Conditions**

- This position requires frequent travel throughout Ohio.
- This position occasionally requires long hours and occasional weekend work.
- This job generally operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, etc.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this position.

All employment decisions at Kinnect are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, size, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate.

Image

OhioKAN Program Manual

# Appendix 2. Job Descriptions

**PROGRAM TRAINER**



File

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