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| Job Title | Trainer/Curriculum Developer/Coordinator |
| PVN ID | HC-2301-005378 |
| Category | Instruction and Social Service |
| Location | HUNTER COLLEGE |
| Department | Social Work |
| Status | Full Time |
| Annual Salary | \$70,000.00 - \$80,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jun 15, 2023 (Or Until Filled) |

General Description

The Homeless Services Training Resource System (HSTRS), funded by the New York State Office of Temporary and Disability Assistance (OTDA) and housed at the Silberman School of Social Work at Hunter College, provides year-round in-person and on-line training courses on a variety of topics for staff of shelters and other homelessness service providers. Training courses are provided in NYC, with most in-person courses conducted at the Silberman School of Social Work.

HSTRS is recruiting for a Full-Time Trainer/Curriculum Developer/Coordinator to deliver in-person training sessions, develop new curriculum materials, revise/update existing curricula and coordinate the day-to-day operation of the project. The Full-Time Trainer/Curriculum Developer/Coordinator will work as part of a team to guide ongoing curriculum and program development. A preferred candidate will have experience in the following areas:

- Delivering professional development training to both professional and para-professional staff;
- Direct service provision or program management in homelessness service settings and/or knowledge of key issues faced by homeless individuals and families, as well as service providers;
- Experience developing curriculum materials for professionals.

Other Duties

Reporting to the HSTRS Project Director, the Senior Trainer/Curriculum developer/Coordinator will:

- Complete orientation and training to learn about the training project;
- Oversee the project's administrative assistant and part-time trainer/curriculum developer;
 - Deliver formal classroom training which will include lecture, discussion, visual aids, and participatory group activities, some or all of which may be conducted remotely;

- Travel to training sites in New York City, with the possibility of travel to other cities in New York State as assigned and scheduled;
- Assist in development and coordination of New York State Regional Forums to foster community planning and coordination of homelessness related services;
- Assist in developing post-training learner materials designed to support enhanced employee performance back on the job;
- Review data from evaluation tools to inform continuous improvement;
- Participate in professional development sessions to improve classroom management skills while applying the principles of adult learning methodology;
- Advise Project Director on potential enhancements to learning program curricula;
- Participate in regular project meetings, including meetings with the funding agency;
- Other duties as assigned.

Qualifications

- Master's degree required, and a degree in Social Work, Psychology, or related social services field preferred;
- A minimum of five (5) years of professional experience in the fields of homelessness services, mental health, and/or training and education;
- A minimum of three (3) years of experience delivering professional development programs in traditional in-person training sessions to adult learners;
- Experience designing and developing training materials;
- Excellent oral and written communication skills;
- Experience working on a diverse team, and with diverse constituencies.
- Experience in using distance learning preferred.