



Job Title	HSTRS01 Trainer/Curriculum Developer (Part-Time)
PVN ID	HC-2310-005930
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Social Work
Status	Part Time
Hourly Rate	\$35.71-\$41.17
Hour(s) a Week	17.50
Closing Date	Apr 05, 2024 (Or Until Filled)

General Description

BEGINNING JANURAY 1, 2024 -

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 virtual instructor-led training courses on a variety of topics for staff of shelters other shelter and housing program service providers. Training courses are provided across New York state.

HSTRS is recruiting for a Part-Time Trainer/Curriculum Developer to deliver in-person training sessions, develop new curriculum materials, and revise/update existing curricula. The Part-Time Trainer/Curriculum Developer 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 human service professionals is also required.

Other Duties

Reporting to the HSTRS Senior Coordinator , the Part-time Trainer/Curriculum Developer will:

- Prepare, research and deliver formal professional development trainings which will include lecture, facilitation of group level activities, utilization of visual aids and written materials and leading other participatory group activities. Curation of research informed practice materials and integration of evidence-based practices are used to inform training content;
- Deliver both in-person and virtual instructor-led trainings using the WebEx platform;

- Travel to training sites in Upstate New York or as assigned and scheduled;
- Assist in the development and coordination of New York State Regional Forums, focus groups and/or facilitate cohort models to foster community planning and coordination of homelessness-related services;
- Assist in developing and updating post-training training materials designed to support employee performance;
- Review data from evaluation tools to inform continuous improvement;
- Participate in professional development sessions to improve training delivery and curricular development while applying principles of adult learning methodology;
- Advise Principal Investigator and Senior Coordinator on potential training or program enhancements also to improve curricula and improvements to training delivery methods and coordination;
- Participate in scheduled HSTRS meetings, including monthly meetings with OTDA;
- 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 tradition 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.