

Job Title	HSTRS01 Trainer/Curriculum Developer (Full-Time)
PVN ID	HC-2310-005931
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Social Work
Status	Full Time
Annual Salary	\$65,000.00 - \$74,924.00
Hour(s) a Week	35
Closing Date	Mar 10, 2024 (Or Until Filled)

## General Description

**BEGINNING JANUARY 1, 2024** - The Homeless Services Training Resource System (HSTRS 01), 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 training courses on a variety of topics for staff of shelters and other homelessness service providers. Under the guidance of the HSTRS project based in Silberman School of Social Work, training courses are provided primarily in local facilities in the NYS regions outside of NYC (Long Island, the Albany District, Central, and Western New York).

HSTRS is recruiting for a Full-Time Trainer/Curriculum Developer to deliver in-person training sessions, develop new curriculum materials, and revise and update existing curricula. This Trainer/Curriculum Developer will work as part of a team with a primary focus on regions outside NYC throughout NYS. A preferred candidate will have experience in the following areas:

- Delivering professional adult education/training programs for staff in homeless services including traditional classroom and synchronous on-line training as well as scripted and recorded asynchronous on-line programs for a geographically dispersed audience throughout NYS as needed;
- Direct service provision in homelessness service settings and/or knowledge of key issues faced by homeless individuals and families, as well as human/social service providers;
- Knowledge of current practices and emerging trends related to homeless services in NYS, and established best practices in the field of training design, curriculum development and training delivery methods, technologies, and tools.
- Assist with development of curriculum materials for HSTRS training (e.g., research content, participant guides and trainer notes and reference materials), including: updating & preparing quarterly training schedule, identify consultants to serve as subject matter experts, curriculum developers or trainers for NYS regions outside of NYC;
- Periodic assessment and communication with HSTRS co-facilitators and consultants. Implementation of focus groups and review of training evaluations for the improvement and development of HSTRS curriculum and training methods;
- Ability to work well remotely and in a team setting with a strong consumer orientation;

- Ability to travel statewide, including travel to areas that may not be served by public transportation (HSTRS reimburses costs of travel and overnight stays), working variable hours, and the ability to lift and carry up to 40 lbs.

## Other Duties

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

- Complete orientation and training to learn about the training project;
- Deliver formal classroom training which can include synchronous/asynchronous webinars/in-person lectures, discussions, visual aids, and participatory group activities;
- Travel to training sites in New York State outside of NYC as assigned and scheduled;
- Assist in development and coordination of local New York State Regional OTDA-sponsored 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 and training delivery;
- Participate in professional development sessions to improve classroom management skills while applying the principles of adult learning methodology;
- Advise Senior Project Coordinator/Trainer on potential enhancements to learning program curricula and assist in the identification of viable training facilities;
- Participate in regular project meetings, including meetings with the funding agency;
- Other duties as needed and assigned.

## Qualifications

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- BA required / MA degree preferred;
- Applicants with a BA need a minimum of five (5) years of professional experience in the fields of homelessness services, mental health, and/or training and education;
- Applicants with an MA need a minimum of three (3) years of professional experience in the fields of homelessness services, mental health, and/or training and education;
- All applicants: A minimum of three (3) years of experience delivering professional development programs in tradition in-person training sessions to adult learners;
- Degree in Social Work, Psychology, or related social services field preferred;
- Experience designing and developing training materials;
- Excellent oral and written communication skills;
- Experience working on a diverse team, and with diverse constituencies