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| <b>Job Title</b>      | ACS Workforce Facilitator (PT)           |
| <b>PVN ID</b>         | PS-2010-003734                           |
| <b>Category</b>       | Instruction and Social Service           |
| <b>Location</b>       | CUNY SCHOOL OF PROFESSIONAL STUDIES      |
| <b>Department</b>     | Professional Education and Workplace Lea |
| <b>Status</b>         | Part Time                                |
| <b>Hourly Rate</b>    | \$45.00-\$55.00                          |
| <b>Hour(s) a Week</b> | 1.00-19.00                               |
| <b>Closing Date</b>   | Sep 30, 2021 (Or Until Filled)           |

## General Description

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About the CUNY School of Professional Studies:

CUNY SPS provides online and on campus degree and certificate programs that meet the needs of adults who are looking for a seamless way to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers. Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited online degree and certificate programs for students who want the flexibility and convenience of online education.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

CUNY SPS is recruiting for part time Child Welfare/Juvenile Justice Facilitators to deliver instructor led training to child welfare and juvenile justice professionals at the NYC Administration for Children's Services (ACS). ACS has partnered with CUNY SPS to create a new professional development entity, the ACS Workforce Institute (ACS WI). With the mission of "Keeping the Learners at the Center," facilitators will create the optimal learning environment and experience for participants throughout the course.

All learning programs are co-facilitated and will be delivered primarily at ACS WI state of the art classrooms and virtually. Programs will be dedicated to the following topics for child welfare, juvenile justice and child and family services: building engagement skills using motivational interviewing strategies and coaching processes and techniques, safety and risk, Family Team Conferencing and any of the current evidence-based models. Additionally, facilitators may have the opportunity to become involved with course enhancement post launch and potentially serve as subject matter experts on curriculum development teams for future learning programs.

Hours a week: Various, as scheduled (Part-Time)

## Other Duties

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The ACS Workforce Facilitator (PT) delivers child welfare training programs applying adult learning concepts to effectively engage participants of varying learning needs and styles. After attaining certification as a trainer in multiple Workforce Institute learning programs, including foundational courses on motivational interviewing and coaching, the facilitator must also:

- Collaborate and prepare with co-facilitators to deliver trainings in alignment with instructional standards and key performance indicators.
- Foster learning and implementation of best practices within child welfare.
- Participate in professional development sessions to improve platform and classroom management skills while applying the principles of adult learning methodology.
- Participate in team and organizational meetings as required.
- As needed, serve as a trainer and consultant to support the implementation of evidence-based and evidence-informed models in child welfare.
- As needed, participate on project teams responsible for developing new learning programs and revising existing programs serving as a subject matter expert and/or to review and provide feedback on course design and facilitator materials specifically.
- Other duties as assigned.

## Qualifications

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### Minimum Requirements

- Bachelor's degree in Social Work, Adult Learning or related field
- 2+ years of training & facilitation experience in a professional, academic and/or another adult learning setting.
- 2+ years of experience in providing foster care or preventive services in New York City or sufficient knowledge of the New York City child welfare system.
- Experience with coaching or group facilitation
- Strong presentation skills in verbal/written communication to present material to diverse audiences in a creative way.
- Demonstrates ability to utilize a variety of training delivery strategies; Ability to manage group dynamics, ensuring participation from all attendees.
- Ability to work effectively as part of a team.
- Ability to carry out complex assignments and adapt to changing situations and priorities.
- Strong computer skills such as training modules and office software (i.e. Microsoft Office and PowerPoint).

### Preferred Requirements

- Master's degree or higher education in Social Work, Adult Learning or related field
- 5+ years of experience in child welfare; knowledge of ACS policies & practices, and investigation of child abuse and maltreatment.

- 2+ years of experience in providing child-welfare focused training.
- 2+ years of experience in a supervisory, management, or consultation role.

**\*This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19\***