

## Training Specialist

We are looking for a Training Specialist who can assist the Training Director and Training team of CASA of Travis County in ongoing development and delivery of high-quality training to prospective and current CASA Volunteer Advocates.

CASA of Travis County believes every child who has experienced abuse or neglect deserves to have a dedicated advocate speaking up for their best interest in court, at school, and in our community. To accomplish this, the team at CASA educates and empowers community volunteers who ensure each child's needs remain a priority in an overburdened child welfare system. Through honorable and respectful involvement with families, courts and all parties, CASA makes independent and educated recommendations that prioritize children's safety and, wherever possible, preserve connections to their families.

As the Training Specialist, you will report to the Training Director and be a member of the Training team and the Community Engagement team. The Training Specialist facilitates training and supporting Court Appointed Special Advocate (CASA) volunteer trainees. As Guardians ad Litem, CASA Volunteer Advocates are tasked with protecting and promoting the safety and best interest of each child to whom CASA is appointed; as such, the Training Specialist participates in imparting critical basic skills and knowledge to volunteer trainees prior to their initial case assignment. The Training Specialist collaborates with other members of the Community Engagement team and with the Advocacy team to consistently assess and respond to changes within the child welfare system to ensure that volunteer trainees receive the most up-to-date information in CASA's CORE training. The Training Specialist also assists in delivery of Continuing Education opportunities for Volunteer Advocates after their initial CORE training. The Training Specialist must demonstrate an understanding of a variety of methods of teaching and interacting with prospective and active volunteers that meet their needs.

At the end of your first year, success would mean being able to clearly deliver quality curriculum and instruction to staff and prospective/current volunteers. The Training Specialist would have the ability to independently deliver feedback to prospective/current volunteers with minimal oversight. Also, the Training Specialist would be able to complete the required administrative tasks promptly.

The Training Specialist is a critical role to move CASA of Travis County towards meeting our vision of quality advocacy, a safe home and a promising future for every child in Travis County.

Apply at:

<https://www.paycomonline.net/v4/ats/web.php/portal/6134204B6AAD5458C5AEA1BC7AA3A526/jobs/170007>

### Responsibilities

#### 1. Advocate Training

- Teach designated sessions of the CORE training (most of which occur in the evening) for new volunteer trainees and staff.
- Provide backup for training sessions in the absence of the other training staff.
- Present the job of the CASA Volunteer Advocate to trainees clearly and in a realistic and enthusiastic manner to produce well-trained and eager Volunteer Advocates to be assigned to cases.
- Collaborate with the Training staff to evaluate, revise and update the CORE Training curriculum as needed to reflect changes in the child welfare system and CASA Program team needs.
- Communicate with volunteer trainees regarding missed classes and makes plans with them to complete classes.
- Coordinate Zoom links for virtual training cycles and work with training director to ensure clear

### Seniority Level

Entry Level

### Employment Type

Full-Time

### Reports To

Training Director

### Starting Salary

\$50,000

communication of this information to incoming volunteer trainees.

- Communicate with trainees regarding any concerns/questions throughout the training cycle.
- Attend and participate in volunteer-related events for recruitment and retention, including but not limited to Swearing In ceremonies, volunteer meetups, lead engagement and volunteer appreciation events.

## 2. *Screening, Evaluation and Case Matching*

- Conduct regular Pre-Training Interviews with candidates applying to enter CASA CORE training. The number of interviews will fluctuate based on the needs of the organization.
- Provide ongoing screening, monitoring, and documentation of volunteer trainees through CORE training, with a focus on child safety and alignment with CASA values and principles.
- Maintain clear and consistent documentation.
- Alongside the other members of the training team, monitor and review feedback surveys from trainees to ensure needs are being met, concerns addressed, and recommendations regarding programmatic changes are made as needed.
- Review references submitted electronically and follow up via phone with references as needed to gather all required information in a timely manner to meet the needs of the organization. Assist with the creation and review of volunteer files, ensuring all documentation has been appropriately gathered and completed in a timely manner to meet the needs of the organization.
- Collaborate with other members of the training team to review volunteer trainee documentation and propose “pre-matches” of new CASA Volunteer Advocates with cases/children, with a focus on child safety, volunteer skills and experience, and CASA’s programmatic need.

## 3. *Continuing Education*

- Collaborate with the Training Director, the other Training Specialists, and other members of the Community Engagement team to develop, coordinate and execute continuing education opportunities for CASA Volunteer Advocates, including a variety of relevant topics.
- Assist with, coordinate and execute specialized trainings for staff and volunteers to meet the needs of the organization and maintain compliance with Praesidium accreditation.
- In collaboration with other members of the training team in seeking out, initiating, and managing contacts with various organizations and community members for the purpose of arranging speakers for trainings.
- Plan logistics and track attendance for trainings in coordination with the training team.
- Work closely with the Advancement team and other members of the Community Engagement team on continuing education promotion to volunteers via email newsletters and the CASA website.
- Collect and share information on community trainings, relevant case resources for volunteers, and independent continuing education options.
- Work closely with the Advancement Team, Resource Specialist, Promising Futures Specialist and other members of the Community Engagement team to update the Volunteer Resource page with new resources and continuing education opportunities for volunteers.
- Attend and participate in Continuing Education opportunities per policy.

## 4. *Other Duties as Assigned*

- Assist with program development and evaluation as directed by leadership and the needs of the organization.
- Attend and actively participate in required CASA meetings.
- Participate in committees as needed.

## **Qualifications**

- A minimum of a Bachelor’s degree or four (4) years in adult classroom teaching required. CASA of Travis County welcomes employees from various educational backgrounds and degree programs.
- Experience with teaching and/or training adult learners.

- Demonstrated commitment to a varied range of thought and experience effectively working with different populations.
- Ability to assess training needs and objectives.
- Demonstrated ability to deliver professional development experiences to adults in a variety of settings (i.e. small and large groups) and through a variety of modalities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in the community.
- Demonstrated ability to concisely and clearly convey and interpret information to and from others orally and in writing.
- Excellent organizational skills and attention to detail.
- The ability to work collaboratively and effectively in a team environment.
- Proficiency with web, email, Google docs, Google calendar, leading webinars, computer-based questionnaire systems, software programs (i.e. Word, Pages, Excel, PowerPoint).
- Basic level knowledge of relational database functionalities, including queries.
- Flexibility to work nights and some weekends both in person and virtually as needed.

### **Preferred Qualifications**

- Experience with CASA and/or knowledge of the CASA model.
- Understanding of child and family advocacy issues that include child placement options, therapeutic intervention/assessment/needs for children and families, legal intervention and rights regarding children and families, permanency planning, adoption issues and systems, advocacy in child protection cases and in social, medical and mental health fields.
- Training in child abuse risk management.
- Training in trauma, trauma-informed care and/or trauma-informed advocacy.

### **Physical Requirements and Work Environment**

The Training Specialist will be expected to have reliable transportation. The Training Specialist will be required to have a flexible schedule to teach both daytime and evening classes as deemed necessary. Time will be spent in the office that could involve intermittent physical activities including standing, bending, reaching, sitting and walking during working and training hours. Several hours each day will be spent at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.