
NORTHEAST REGIONAL CHILDREN'S ADVOCACY CENTER
TRAINING SPECIALIST
JOB DESCRIPTION

Position FTE: 1.0

Reports to: NRCAC Project Director

Location: Required that successful candidate reside in one of the nine states in the Northeast Federal Census region (PA, NJ, NY, CT, RI, MA, VT, NH, ME). Main Office is in Philadelphia. May work remotely from home with travel expected 60% of work time.

Purpose:

The role of the Training Specialist is to work collaboratively with the NRCAC Project Director and project staff to support growth and expansion of Children's Advocacy Centers (CACs) and Multidisciplinary (MDT) Child Abuse Teams in the northeastern federal census region of the United States. The Training Specialist will develop and implement regional training and technical assistance activities and materials, based on identified needs and priorities in the region.

General Responsibilities:

The Training Specialist is responsible for participating in project design and implementation, goal/objective measurement and achievement, project evaluation, networking with professionals within the region, fulfilling all federal reporting requirements. The Training Specialist works with the National Children's Alliance (NCA) and other Regional Children's Advocacy Centers (RCACs) and their Victim of Child Abuse (VOCA) partners to implement collaborative projects as developed under the NCA/RCAC/VOCA Partners Memorandum of Understanding. Work activities are prioritized with a focus on developing and strengthening the nine State Chapters to provide support for local MDTs and CACs, with specific measures that demonstrate progress toward these goals.

Training and Technical Assistance Responsibilities

- Promote the MDT/CAC approach to child abuse interventions throughout the region.
- Assess MDT/CAC coverage and service gaps in the region to prioritize training needs.
- Develop and deliver training programs and Technical Assistance (TA) activities
- Provide on-site training and technical assistance to Chapters, CACs and MDTs as outlined in annual Chapter Partnership Plans (CPPs), and in coordination with Chapter Directors.
- Work in collaboration with NRCAC Project Director and project staff to develop and implement the project design and work plan outlined in the strategic plan.
- Work collaboratively with the NCA/RCAC/VOCA Partners on joint projects.
- Participate in regional and national activities as determined appropriate in consultation with Project Director

- Fulfill reporting obligations to the Philadelphia Children’s Alliance (PCA), NCA and Department of Justice (DOJ).
- Participate in continuing education to ensure knowledge of current best practice in responding to child abuse allegations.

Skill Requirements:

- Knowledge of the multidisciplinary child abuse field and role of MDT partners,
- Working knowledge of Children’s Advocacy Centers and MDT organizational development strategies.
- Experience in team development and team facilitation strongly preferred.
- Skills in assessing technical assistance needs, provision of training and TA, facilitation and requisite curriculum development.
- Participate in development of strategic plan and annual work plan that includes annual goals, objectives, deliverables and outcome measures for the regional project.
- Ability to maintain Salesforce database of all training and technical assistance activities to ensure accountability and reporting capability.
- Ability and willingness to travel up to 60%.

Education/Experience Requirements:

- Master’s degree in related field such as human services, social work, non-profit leadership preferred; diversity valued
- Self-starter with ability to work independently and as a team member
- Dependability in following through on projects within set timeframes
- Strong communication and interpersonal skills one to one, in small groups and in large audience presentations
- Strong organizational skills, attention to detail and ability to multi-task
- Proficiency in computer applications (e.g. Microsoft Office, Salesforce, Power point & Prezi) and IT applications (e.g. website, Google Hangouts, Social Media).

Salary based on qualifications and experience. PCA/NRCAC is an equal opportunity employer. This position is approved and funded by a grant provided through the U.S. DOJ, Office of Juvenile Justice and Delinquency Prevention. This position is contingent upon receipt of continued funding of the NRCAC Project by the U.S. DOJ.

Supervision:

The Training Specialist will report to and work collaboratively with the Project Director on all grant activities and responsibilities. Work site will be determined by the needs of the Project and the successful candidate for the position.

PLEASE SUBMIT COVER LETTER, RESUME AND SALARY REQUIREMENTS TO:

Teresa Smith, Project Director: teresa@nrcac.org

For questions, please contact Teresa at: 717-979-0848

Applications will be accepted up to **COB, Friday, October 13, 2017.**