



DHS-FAMILY PROTECTION TRAINING DIRECTOR

CHARACTERISTICS OF WORK:

This is specialized, professional, and supervisory work which involves planning, implementation, and directing an intensive and on going staff development program for the Division of Family and Children Services of the Mississippi Department of Human Services (MDHS). The work entails the development and implementation of policies and procedures for the training program. Through continuous need assessment, employees are responsible for identifying the training needs of the social work series and developing appropriate training procedures. Other duties including organizing and developing training manuals, testing, evaluation procedures, multi-media visual aids, online training, and other educational materials; training assigned instructors and supervising personnel in effective techniques for training all personnel in the Division of Family and Children Services; and participating in recruitment and retention activities for the Division. The incumbent reports directly to the Deputy Administrator of the Division of Family and Children Services and exercises direct supervision over all subordinates involved with the training program.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Must be licensed to practice Master's Level Social Work (LMSW) in the State of Mississippi;

AND

Experience:

Seven (7) years of experience in social work, two (2) years which must have included supervision and developing training programs.

OR

Education:

Must be licensed to practice Bachelor's Level social Work (LSW) in the State of Mississippi;

AND

Experience:

Eight (8) years of experience in social work, two (2) years which must have included supervision and developing training programs.

Documentation Required:

Applicant must attach a copy of his/her current wallet sized social worker license.

NOTE:

Incumbent must possess a valid driver's license and proof of insurance which will be verified by the hiring agency.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to sit; stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not

be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Training and Teaching Others: Identifies the educational needs of others, develops formal educational or training programs or classes, and teaches or instructs others.

Trains division staff through seminars, workshops, and classroom field instruction to ensure accomplishment of division goals and mandated laws. Develops appropriate training procedures.

Planning and Evaluating: Organizes work; sets priorities and determines resource requirements; determines short and long range goals and strategies to achieve them; monitors progress and evaluates outcomes.

Evaluates and updates the division's training program to ensure maximum effectiveness and efficiency. Evaluates training program and determines division's training needs. Organizes and schedules training programs.

Program Instruction: Prepares and implements an intensive staff development program for the Division of Family and Children Services of the Mississippi Department of Human Services.

Plans, implements, and directs a comprehensive staff development program designed to meet the training needs of the division within the agency. Develops and interprets policies and procedures for the training programs.

Technical Communication: Effectively conveys information through writing or speech about a specific topic to an intended audience.

Confers with management and supervisory personnel concerning division programs and goals to determine training needs. Presents oral and written information internally or externally using proper grammar, punctuation, and content.

Social Work: Possesses knowledge of social work methodologies, procedures, ethics, and practice.

Technical Proficiency: Possesses computer skills and knowledge of computer applications and programs (such as MACWIS, PowerPoint, Word, etc.).

Provides hands on training to all Division of Family and Children Services staff on the functionality and data entry of MACWIS. Oversees and maintains the MACWIS training server.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Plans, implements, evaluates, and directs an intensive staff development program for the Division of Family and Children Services of the Mississippi Department of Human Services.
2. Determines training needs and methods to ensure the accomplishment of division goals and mandated laws.
3. Possesses the training and technological knowledge of the Mississippi Automated Child Welfare Information System (MACWIS).
4. Participates in recruitment and retention efforts for the Division of Children and Family Services.

5. Coordinates and processes all relevant information for licensure and benchmarks as it pertains to Division of Family and Children Services staff.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Evaluates and updates the division's mandated intensive training and on going staff development programs.

Ensures the availability of funds for proper implementation of the division's staff development and mandated intensive training and specialized training in the child welfare setting.

Determines the appropriate training methods to be utilized to effectively train Family and Children Services staff.

Oversees and/or trains division staff through seminars, workshops, and classroom field instruction to ensure accomplishment of division goals and mandated laws.

Confers with management and supervisory personnel concerning division programs and goals to determine training needs.

Provides hands on training with all Division of Family and Children Services staff on the functionality and data entry of MACWIS.

Oversees and maintains the MACWIS training server.

Coordinates conferences with other child welfare agencies, universities, and other public and private entities.

Collaborates with universities to provide student internships within the agency.

Recruits, hires, and maintains competent Training Coordinators and other program staff for the thirteen regions.

Completes all relevant applications with payments for licensure and benchmarks.

Maintains files and paperwork related to each application for tracking purposes.

Maintains the tracking of all training records for each employee's file in the Division.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.