POSITION: Lead Trainer

REPORTS TO: Program Director

JOB SUMMARY: Primary trainer of the AZPS-MAPP, Deciding Together and Caring for Medically Complex Child for resource parents. Performs all applicable agency trainings on a flexible schedule. Assesses applicants for their training participation and mastery of materials instructed; for adoptive or child foster home licensure concisely and effectively throughout their training process. Provides important ongoing training and educational opportunities to resource our families and staff, plans and executes quarterly trainings for our families to meet yearly on-going training hours. Communication, confidentiality and professionalism are essential parts of this position. A dynamic and captivating personality, that brings forth our purpose and our mission.

RESPONSIBILITIES: The primary duties and responsibilities include, but are not limited to, the following:

1. Provides on-the-job coaching, mentoring, and support to new trainees, including knowledge of new material in a rapidly-changing environment, i.e. coaching on all new and existing state laws, policies, procedures, social work practice changes, and technological changes adopted by the Arizona Department of Child Safety. Must develop sufficient knowledge and expertise to be able to respond to trainee inquiries and novel situations presented, while ensuring that all mentoring and on-the-job training is consistent with training in the classroom.
2. Completes Initial Assessment for pre-service training to determine if potential parent meets minimal requirements for training and directs them as needed.
3. Tracking all meetings and training in data base and ensuring case notes are completed after each class.
4. Responsibility for training prospective foster and adoptive parents as assigned. This includes updating material, preparation and copying of all handouts or other material. Includes tracking trainee's completion of the assignments and coordinating with the trainee's contractor as needed.
5. Collaborates with HRSS Contractors on a regular basis to address training needs of prospective foster and adoptive parents.
6. Provides excellent customer service and exhibits respectful, professional conduct in all communications, including in-person, written, and via technology. This includes good working communication with ADCS and the HRSS contractors; the ability to set appropriate professional boundaries; to respond to and manage conflict that may arise; and to maintain a positive, customer-oriented attitude at all times.
7. Maintains an established work schedule, including a high level of self-direction and responsibility. May include extensive travel throughout the State of Arizona.
8. Collaborates with team members (other trainers) in the planning, and delivery of all training curricula. This includes participation in cross training to learn and develop expertise in content that does not reside within the trainer's personal experience. May occasionally assist co-workers as needed with class coverage and preparation.
9. Participates in all training-related projects as assigned, which may include special assistance upon request, assistance at conferences or programs, and any other projects requested by management. May also include research and reporting on policy, journal and web-based articles on child welfare practice to ensure training curricula is current and of the highest quality.
10. Attend all staff meetings and training sessions, or make arrangements with Supervisor to be excused.
11. Take one (1) Spiritual Enrichment Class (SEC) per calendar year.
12. Represent GAP Ministries to the public in a positive, professional and responsible manner.
13. Follow agency chain of command in a responsible and supportive manner. Be able to accept constructive feedback and suggestions for improvement.
14. Follow the GAP Ministries Behavior Management Plan and state regulatory requirements if in situation with GAP children.
15. Comply with GAP Ministries and state confidentiality policy. Follow all parts of state contract, Article 69 for position.
16. Comply with GAP Ministries and state confidentiality policy.
17. Follow outlined policies and procedures for dealing with duties and GAP children when applicable.
18. Perform other appropriate tasks as assigned by Department Director, Executive Director, or President.

QUALIFICATIONS:
1. 21 years of age or older.
2. Minimum two (2) years of experience in foster care and adoption.
3. BA in social service/related field or High School Diploma with a minimum of four (4) years working.
4. Experience working with and knowledge of children with special needs.
5. Dependable, flexible, punctual, strong work ethic and service oriented.
6. Proficient in the use of a personal computer and corresponding programs; preferably experience with Microsoft Office Suite, Gmail and Google Calendar or similar web-based and computer programs.
7. Have personal attitude, conduct and standards representing those qualities and values of GAP Ministries.
8. Be able to respect and work cooperatively with a variety of persons, including coworkers, members of the board, representatives of social service agencies, the public, volunteers and parents of the children.
9. Have the ability to stay calm in tense situations and utilize common sense and logic.
10. Have a current drivers license and meet the insurability requirements of GAP Ministries. Also, have a vehicle, which is considered safe, insured at state mandated levels, and may be used to transport children in the event the agency van is unavailable.

REQUIREMENTS:
1. Demonstrate knowledge of ARIZONA child welfare system and the policies.
2. Demonstrate ability to convey principles, philosophies and practices defined in AZPS-MAPP.
3. Experience training in a group setting.
4. Excellent skills in written and verbal communication.
5. Certified Instructor for AZPS-MAPP.
7. Certified Instructor for Caring for Medically Complex Child Program.
8. Successfully pass FBI fingerprint clearance, criminal history check through the Department of Economic Security, and independent background check.
9. Successful check of references.
10. Have valid drivers license and provide a 39-month safe driving record (MVR) from Department of Motor Vehicle. Also, have a vehicle, which is considered safe, insured at State mandated levels,
and may be used to transport clients in the event the agency van is unavailable. Staff 21-25 years of age must have a 100% clean driving record. Over 25 years of age no major violations in the last 3 years.

11. Successfully complete agency orientation.
12. Successfully obtain and maintain First Aid and CPR certification and documentation.
14. Must pass mandatory drug screen and physical examination as required.
15. Attend on-going training sessions during employment.
16. Copies of First Aid and CPR training cards; keep certifications current.
17. Be physically fit to perform job duties outlined in Job Description. Obtain medical release/permission to fulfill all physical tasks should any health issue develop or emerge.

By signing this document, I am acknowledging the responsibility of my position and understand that my inability to perform these responsibilities could be cause for my termination or reassignment.

In addition, I have received a copy of this job description and have read and understand its contents. I understand that this job description is not intended to be an exhaustive list of all job duties, responsibilities or qualifications associated with the job.

______________________________     _________________________
Signature of Acceptance           Date