

FUNCTION OF THE UNIT

The Academy for Professional Excellence, a project of San Diego State University School of Social Work, was established in 1996 to support the health and human service community by providing training, technical assistance, organizational development, research, and evaluation. Serving over 9,000 people annually, the Academy continues to grow with new programs and a diversity of training focused on serving the health and human services community in Southern California and beyond. The Academy manages an annual operating budget of over four million dollars, which is comprised of grants and contracts from the state, federal and local governments, and private foundations.

The **Tribal STAR (Successful Transitions for Adult Readiness)** Program provides comprehensive, competency-based, interdisciplinary training and technical assistance that incorporates current research, best practices, and technical assistance to communities working to build collaborative partnerships to improve outcomes for Tribal foster youth and their families and to achieve ICWA compliance. Tribal STAR's mission is to improve collaborative efforts that ensure Tribal foster youth are connected to culture, community and resources.

Thus far, hundreds of Tribal and non-Tribal professionals, leaders, public Human Service agency staff, regional training academy staff and university students have received training throughout the project. The training package provides up-to-date, research-based information in a variety of areas, including: the youth development philosophy, methods for collaboration, effective ways to work with rural and urban tribal communities, effective ways to work with Tribal foster youth and their communities, the Indian Child Welfare Act, state and tribal court improvement practices, and the John H. Chafee Foster Care Independence Act.

Tribal STAR will continue to train and refine its curriculum in alignment with the Academy's Spectrum of Learning to enhance delivery of training. This position provides collaborative services to stakeholders in the 5 southern counties (Imperial, Orange, Riverside, San Bernardino and San Diego) and interfaces with statewide entities such as CDSS, CalSWEC, the Judicial Council of California, other Regional Training Academies, and the National Capacity Building Resource Center for Tribes.

PURPOSE OF THE POSITION

The Tribal STAR Training and Curriculum Coordinator will assist with the delivery of a training program for child welfare social workers and other professionals providing services to Native American foster youth. Under the direction of the Program Manager, the Training and Curriculum Coordinator is responsible for: assisting with the planning, development and implementation of the training program to address the needs of Native American foster youth. This includes curriculum development and revision, coordination and project development activities, and collaboration with stakeholders. The individual in this position will maintain active communication with Tribal STAR stakeholders and Academy staff, and other duties as assigned.

SPECIFIC DUTIES

RESPONSIBILITY WITH PERCENTAGE %

Under the general supervision of the Tribal STAR Program Manager, the Training and Curriculum Coordinator for the Tribal STAR Program has primary responsibility for:

- Curriculum/training material development, review and revision (25%)
 - Developing and revising Curriculum/Learning Objectives to align with statewide standards
- Training delivery and workgroup/meeting facilitation (20%)
 - Acting as a facilitator and convener of meetings
 - Providing or contracting for Classroom-based and field based training
 - Providing training coverage/oversight and facilitation of webinars
 - Suggesting and developing new mobile applications for transfer of learning
 - Identifying and contracting with experts/consultants as needed
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- Liaison with partner and community agencies, including tribal communities (30%)

- Staying current on emerging child welfare initiatives and practices to ensure staff currency and to provide support to counties served. (Technical assistance, via Webinars, articles, special presentations, etc.) (10%)
- Guidance to Tribal STAR Program Assistant with scheduling and logistics for trainings and events (10%)
- Supporting the development of sustainability plan (5%)

OTHER DUTIES AND RESPONSIBILITIES AS ASSIGNED WITH PERCENTAGE%

N/A, see detailed responsibilities above

QUALIFICATIONS AND SPECIAL SKILLS

Knowledge and Abilities

- Knowledge of: Statewide Child Welfare Training System; Child Welfare Services Policies & Procedures
- Four years of progressively responsible experience to include: one year program planning and implementation, one year training experience, two years child welfare experience and one year curriculum development experience (1 year required)
- Ability to coordinate work projects, determine priorities, set deadlines and complete work accordingly; and draw logical conclusions and resulting program implications
- Excellent interpersonal, written and oral communication skills
- Ability to apply independent judgment, discretion, and initiative to address problems and develop solutions
- Ability to independently interpret a wide variety of complex policies and procedures integral to the program/project to which the position is assigned
- Ability to work individually and with a team
- Ability to travel within California - primarily Southern region counties, and Sacramento
- Competence with standard office software packages for correspondence and report preparation
- Proven skill maintaining harmonious relations with colleagues, organizing project leaders, troubleshooting knowledge of program/project specific policies
- Ability to independently interpret a wide variety of complex policies and procedures integral to the program/project to which the position is assigned
- Ability to define, develop & implement procedures
- Ability to carry out assignments without detailed instructions
- Ability to plan, coordinate & initiate actions necessary to implement group decision, strong leadership, organizational development & administrative skills
- Excellent interpersonal skills such as diplomacy, accurate listening/speaking skills; & the ability to work well with a wide variety of contacts; write well, including clear, concise correspondence

Experience/Education

- Bachelor's degree in Social Work or equivalent.
- Previous experience working with the Native American population.
- Previous experience in child welfare.
- Experience with curriculum and training development

PREFERRED QUALIFICATIONS AND SPECIAL SKILLS

- Master's degree in Social Work or related field
- Knowledge of training and program evaluation
- Knowledge of: adult learning theory, and advanced training techniques
- Five plus years working in child welfare, social work, or a related field.
- Five plus years of experience working with the Native American population strongly preferred.

ACTIVITY REPORT – Curriculum Coordinator for the Tribal STAR Program

Please respond to the following activities and factors. N/A = not applicable

Check the appropriated box for each of the following items that most accurately describe the extent of the specific activity by this employee on a daily basis.

PHYSICAL EFFORT

	Number of hours per day				
	N/A	1-2	3-4	5-6	7+
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending Over	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing or Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting or Carrying:					
10 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 25 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26 to 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive Use of Hands/Arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive Use of Legs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eye/Hand Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Driving Cars, Trucks, Forklifts, and other Equipment
 Being around Scientific Equipment and Machinery
 Walking on Uneven Ground

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	<input type="checkbox"/>		<input checked="" type="checkbox"/>

MENTAL EFFORT

	N/A	Number of hours per day			
		1-2	3-4	5-6	7+
Directing Others	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using Math/Calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at Various Tempos	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concentrating Amid Distractions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remembering Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remembering Details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making Decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Rapidly	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examining/Observing Details	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discriminating Colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENTAL FACTORS

	N/A	Number of hours per day			
		1-2	3-4	5-6	7+
Inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outside	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Humid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High Places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Dry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change of Temperature	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working Around Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Working Alone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My signature is an acknowledgment of reading and receiving a copy of this position description. Nothing in this position description is intended to effect or interfere with SDSU Research Foundation's At Will Employment Policy.

Employee Printed Name & Signature Date

Signature below indicates position description is an accurate and correct statement of duties and responsibilities assigned to position

Supervisor Printed Name & Signature Date