

Hiring Notice

Prevent Child Abuse Kentucky

Anticipated Starting Date: April, 2019

Position Open Until Filled

PROGRAMS AND TRAININGS COORDINATOR

This position is responsible for providing trainings relating to child abuse prevention and coordinating the evaluation and CEU components of all agency trainings

Primary Responsibilities

- Oversee the agency's provision of CEUs for various professions
- Develop, provide, coordinate and oversee statewide educational trainings and develop/secure all appropriate training materials
- Conduct literature research/review to support development and enhancement of agency programs and services
- Implement plans for program enhancement resulting from the compilation, maintenance, development and analysis of all baseline and subsequent data appropriate to the program
- Be part of a team that maintains working knowledge of child welfare existing/ new regulations and policies, trains PCAK staff as needed and identifies programmatic and outreach opportunities for PCAK regarding these regulations, policies and trends
- Work as part of a team to develop programs, trainings and educational opportunities to unserved/underserved (gaps) populations
- Work in conjunction with staff to ensure successful delivery of annual **KIDS ARE WORTH IT!** Conference
- Assist with submitting of funding applications as requested
- Receive 1-800-CHILDREN training and provide coverage in conjunction with other staff

Job Qualifications & Requirements

- Master's Degree in Social Work or related field/Bachelor's Degree with commensurate experience accepted
- Experience with program and training curricula development, delivery, monitoring and evaluation
- Experience with online training platforms (ex: Go to Meeting, Adobe Presenter)
- Knowledge of child abuse/neglect dynamics and the child welfare system
- Creative self-starter with proven ability to take initiative and lead projects
- Ability to work independently, but function as part of a team
- Proven ability to manage multiple tasks and respond quickly to new events and competing priorities while meeting deadlines
- Excellent verbal and written communication skills
- Proficiency utilizing Microsoft Office
- Public speaking experience
- Commitment to child abuse prevention
- Travel and some night/weekend work required
- Ability to lift a minimum of 25 pounds
- Must have reliable transportation and a valid KY driver's license
- Must pass a criminal and child abuse/neglect background checks

To Apply

Prevent Child Abuse Kentucky seeks a dynamic, energetic, organized team player committed to making a difference in helping to prevent child abuse and neglect in our Commonwealth. Interested applicants should provide a resume, and cover letter to be submitted by one of these methods:

No Phone Calls Please

Via: CareerBuilder.Com: <https://tinyurl.com/PCAKTrainingCoord>

Via: The KY Nonprofit Network: <https://kynonprofits-jobs.careerwebsite.com/job/programs-and-trainings-coordinator/47031004/>

Via Email: to Janna Estep Jordan at jestepjordan@pcaky.org

Via US Mail:

Prevent Child Abuse Kentucky
Attn: Janna Estep Jordan
801 Corporate Drive – Suite 120
Lexington, KY 40503

This is a full-time, salaried position with generous fringe benefits, vacation and sick leave. The successful candidate will be expected to conduct work functions in Lexington, KY.

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex age or disability.

Funded in part or in whole with state or federal funds through a contract
(#PON2 736 1900001808) with the KY Cabinet for Health and Family Services