

California State University, Fresno Foundation

WORKFORCE DEVELOPMENT SPECIALIST-ADULT SERVICES – BAY AREA ACADEMY JOB ANNOUNCEMENT #17-872

POSITION SUMMARY:	<p>Full-time (75% time, 30 hours per week), benefited position for the California State University, Fresno Foundation. The Bay Area Academy (BAA) is a program of the College of Health and Human Services, Department of Social Work Education at California State University Fresno. The California State University, Fresno Foundation provides employment and fiscal oversight for the Bay Area Academy. The BAA provides classroom training, coaching and workforce development support to social service agencies in 12 Bay Area counties.</p> <p>The Workforce Development Specialist-Adult Services develops and implements Annual Training Plans for the Adult Services within the Bay Area. A key responsibility of this position is to implement a strategic approach to establishing a regional training and staff development priorities for Bay Area counties that leverages existing training activities to achieve the outcomes identified by the twelve partner agencies.</p> <p>The Workforce Development Specialist- Adult Services will engage in and provide oversight of a range of workforce development and educational activities, including curriculum development, training delivery, regional convening, needs assessment and evaluation activities in coordination with the Statewide Adult Protection Services (APS) Coordinator assigned to the Bay Area. The Workforce Development Specialist is responsible for the timely delivery of all activities identified by the Adult Services Committee and the management of the corresponding budget for each assigned project.</p> <p>The Workforce Development Specialist is a member of the Academy’s Leadership Team.</p>
ESSENTIAL JOB FUNCTIONS:	<p>This position is responsible for the following duties:</p> <ul style="list-style-type: none"> • Implement project plan as identified by the BASSC's Adult Services Committee • Following the Academy's protocol, develop and implement Annual Training Plan developed in collaboration with BASSC Adult Services Committee • Provide budget oversight for each assigned project ensuring that all deliverables are met on time and within budget • Identify, develop, coordinate and oversee all subcontractors needed to ensure timely completion of all deliverables • Negotiate contracts with trainers, within the parameters of the Foundation's Independent Contractor guidelines and Bay Area Academy's fiscal processing parameters and management approval • Review and provide guidance to trainers and coaches when developing requested curricula to ensure adherence to the Academy's curriculum guidelines • Determine schedules for training events in collaboration with Adult Services Committee • Meet regularly with county representatives at county agencies to identify training needs and monitor needs during implementation in collaboration with the Statewide APS coordinator assigned to the Bay Area • Meet with trainers and coaches as needed to provide quality training and consultation • Maintain regular verbal, face to face and written contact with trainers, county staff, and academy staff including the Assistant Director • Attend Bay Area Academy Staff Meetings as needed • Regular, ongoing travel throughout the Bay Area and the state, which requires a valid driver's license, reliable vehicle and valid insurance • Other duties as assigned
POSITION REQUIREMENTS:	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <p>Minimum:</p>

	<ul style="list-style-type: none"> • Master's degree in Social Work, Gerontology, Counseling or other related field • Four (4) years of progressively responsible professional experience in adult services • Demonstrated leadership skills and abilities • Training experience and/or experience in coordinating program delivery in a staff development program • Proven ability and experience in project and budget management • Knowledge of workforce development principles and concepts • Knowledge of implementation science and principles of organizational culture and climate • Successful experience in conducting meetings and facilitating groups • Demonstrated knowledge of current practice in aging and gerontology • Proven ability to design and conduct a training needs assessment • Demonstrated professional writing and speaking skills • Fluency in computer skills, including Microsoft Office Suite and experience working in cloud based applications • Demonstrated experience in working in collaboration with other professionals • Must possess a valid driver's license in good standing, reliable vehicle, and valid insurance as travel is required within the Bay Area and throughout the state. <p>Preferred</p> <ul style="list-style-type: none"> • Two (2) years experience in a public social service agency providing services to adults and/or dependent adults • Knowledge of APS, IHSS, Public Guardian and Public Authority • Familiarity with Framework's Institute "Reframing Aging" concepts and principles • Familiarity with AARP/WHO livable communities/age friendly concepts/principles
COMPENSATION:	\$4,375.00-\$4,750.00/month, DOE. Salary will be commensurate and competitive with experience and qualifications. Benefits include health, dental, vision, life and 401(k) and vacation, sick, holiday pay,
DEADLINE:	Application review begins November 16, 2017; open until filled.
TO APPLY:	<p>Please visit the Auxiliary Human Resources page at www.auxiliary.com for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno Auxiliary Human Resources 2771 E. Shaw Ave. (there is no suite number) Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application & resume to: HRAUX@LISTSERV.csufresno.edu</p>

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER