



Employment

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Job Postings

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\$ 28.44-\$ 40.94 hourly, \$ 59,383-\$ 85,483 annually

Date Posted: 02/25/2014

Closing Date: 03/10/2014

Working Title: Training System Supervisor

Hiring Agency: Human Services Dept

Division/Bureau: CO/Children & Family Services

Location: St. Paul

Who May Apply: Open to all qualified job seekers

Posting Number: 14DHS000316

Employment Conditions: Permanent, Full-time

Work Shift: Day Shift

Days of Work: Monday-Friday , 08:00 AM-04:30 PM

Travel Required: no

Job Grouping: Health Care & Human Services

Classified Status: Classified

What's Great About This Job: GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Job Description: This position exists to provide supervision to a team of professional and administrative support, training system staff and build organizational effectiveness capacity for the training system to carry out the development, administration and provision of multimodal, multidisciplinary child welfare training for county, tribal and private agency staff; foster/adoptive/kinship care providers; and other child welfare system stakeholders and professional groups in accordance with best practices standards, state and federal laws, and division priorities; and in alignment with the Minnesota Child Welfare Practice Model.

PRIMARY RESPONSIBILITIES:

- Leads staff to achieve objectives of the child welfare training system by building ownership by letting team refine its vision, purpose, objectives and work products. Forms teams with the right people to implement vision through hiring, promoting, evaluating, and other human resource functions including

first level administration of applicable labor contracts in consultation with Human Resources Department.

- Defines priorities and expectations in a clear manner; provides clear instructions and explanations when giving assignments; manages time and resources effectively to assure completion of projects in a timely manner; draws on the talents and expertise of each team member when assigning tasks; empowers and develops staff through delegation in the administration and provision of competency based child welfare training.
- Directs the development of training curricula for the child welfare training system in accordance with best practices standards, state and federal laws and division priorities.
- Establishes and carries out procedures/methods to facilitate participation and coordination in development and provision of child welfare training with policy, program and support system staff from across the division.
- Maintains proficiency in child welfare and training best practices, policy an application.
- Seeks out information on innovative and emerging training delivery models including use of technologies.

Minimum Qualifications:

- Bachelor's Degree in Social Work or related field.
- Extensive experience and background in a public child welfare agency with a minimum of 3 years of experience in a supervisory position, OR 5 years of public child welfare practice experience of which 2 years are focused on public child welfare curricula.
- Ability to communicate effectively by applying advanced oral and written communication skills.
- Ability to demonstrate effective and creative problem solving and apply sound judgment to determine emergency or non-critical responses.
- Ability to lead teams, work as a member of a team, and foster a positive, productive and collegial work environment respectful of cultural and other differences.
- Ability to initiate activities for self and others based on own perception of what needs to be done.
- Ability to manage information through application of basic computer skills and other technologies.
- Ability to clarify expected performance, assess and coach staff to satisfactory performance.
- Ability to formulate useful explanations or approaches or approaches for complex problems, situations or opportunities. Encourages others in brainstorming and fosters creativity in approaches to problems and new initiatives.
- Ability to manage and prioritize work by applying time and project management knowledge and skills.
- Ability to lead in a changing environment and provide leadership to a professional team.

Preferred Qualifications:

- Advanced degree in social work or related field.
- Experience in training systems and principles in adult learning.

Selection Process:

The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.


NOTE: To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

Reference/background checks - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

How to Apply: Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. To apply for this position, click the APPLY box found at the bottom of this job announcement. For additional information about the State's selection process, go to <<http://www.careers.state.mn.us/job-tip>>.

DHS is an Equal Opportunity/Affirmative Action, veteran friendly employer. DHS is committed to ensuring culturally responsive services and recognizes that a diverse workforce is essential. To build a diverse workforce DHS strongly encourages individuals with disabilities, people of color, American Indians and veterans to apply.

Contact for More Information: Jamie Sorenson, jamie.sorenson@state.mn.us / 651-431-4655

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