

Seneca County Job & Family Services

Position Description

An Equal Opportunity Employer

Employee Name: Vacant	Position Title: Training Officer
PCN: 30051.0	Class Title: Training Officer
Unit: Social Services	Employment Status: Full-time
Report to: Social Services Supervisor 1	FLSA Status Pay: Non-exempt
Normal Hours: Flexible	Civil Service Status: Classified
EEO Status:	DOT: 195.107-014

General Description

Instructs workers and interns in all Protective Services programs including investigations, ongoing, adoption, foster care, START, and computerized database programs. Also, instructs on interview techniques, client-caseworker relationships, appropriate work behaviors and human and public relations. Plans and develops trainings objectives, updates manuals and training materials, monitors progress of employees. Conducts case reviews and monitors case activity.

Education

Degree in Social Work or other social service related study.

Experience

- Bachelor's degree or
- Associates degree and 2 years in human services occupation or
- Employed at least 5 years in a human service occupation
- For employment to continue a person must obtain a job related bachelors degree no later than 5 years after the date of employment

Equipment Operated

- Computer
- Scanner
- Fax
- Telephone
- Copier
- Surface Pro
- Vehicles (must have valid Ohio driver's license)

Inherently Hazardous or Physically Demanding Working Conditions

None

Essential Functions

- Trains and instructs workers
- Conducts case reviews
- Updates manuals
- Plans and develops training objectives
- Acts as a floater to replace workers on leave, absent or understafed
- Performs ongoing case work services, intake and investigation activities as outlined in those position descriptions
- Represents the agency at meetings
- Attends conferences workshops and trainings to obtain or maintain knowledge of current regulations
- Regular and predictable attendance

Other Duties and Responsibilities

Performs other related duties as assigned.

Characteristics

Knowledge of:

- Agency policies and procedures
- **Federal, State and Local laws covering each division of Protective Services**
- **Training, teaching, learning and development principles**
- Available community resources
- Safety practices
- Counseling
- Case management
- Interviewing techniques
- Court practices and protocol

Skills in:

- Organization
- Communication
- Public speaking
- Writing
- Typing/word processing
- Interviewing

Ability to:

- Teaches skills to new, promoted and current employees
- **Explains legal or technical issues to others**
- **Gives or exchanges routine facts and information**
- **Explains assignments, procedures or situations to others**
- Defines problems
- Works independently
- Recognizes and reacts appropriately to unusual or threatening conditions
- Presents a positive image to the public
- Maintains confidentiality
- Maintains accurate records
- Maintains effective working relationships with supervisors and co-workers

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of the position description.

Signature of Appointing Authority

Date

Signature of Employee

Date