

CASA of El Paso Job Description

Title: Training Director

Date: August 2023

Reports To: Director

FLSA Status: Exempt

General Summary

The Training Director is a member of the Leadership Team for CASA of El Paso. The Training Director is responsible for the complete training of all new Advocates and CASA Program staff regarding the role of a CASA Advocate. Additionally, the Training Director assists in the planning for and implementation of in-service training for Advocates and Program Staff.

Responsibilities of the Training Director as a member of the Leadership Team

As a member of the Leadership Team, the Training Director will share the responsibility to ensure that the CASA program is carried out in an efficient, thorough and responsible manner that reflects the mission, values, policies and standards of CASA of El Paso. Those responsibilities include, but are not limited to the following:

- Providing leadership by reflecting the goals and values of the agency with the staff, demonstrating productive cooperation with all parts of the organization
- Working collaboratively as part of the Team, helping other Team members when needed
- Participating actively as needed in decision-making that affects the organization and/or the staff
- Assuming responsibility for making decisions and solving problems in the absence of other members of the Leadership Team
- Taking initiative to identify organizational and/or staff needs or challenges and to develop ideas for solutions
- Contributing to a positive morale and work environment and serving as a positive role model for others
- Supporting the work of the Director of Advocacy and Executive Director when asked

Essential Responsibilities and Duties

1. *Evaluates and Trains new Advocates as they enter the CASA of El Paso program*
 - Shares responsibility for Pre-Training screenings of candidates wishing to enter the training program with the Director of Advocacy and the Community Outreach Coordinator
 - Is scheduled to teach all sessions of the training for new Advocates
 - Schedules attendance of caseworkers, attorneys and others as needed for panels for specific classes
 - Continually evaluates new Advocates as to their appropriateness for assignment as a Court Appointed Special Advocate throughout the training process

Revised July 2021

Reviewed December 2021

- Presents the job of the Advocate to a diverse group of recruits in a realistic and enthusiastic manner with the joint goals of producing the best trained and a very eager pool of Advocates to be assigned to cases
2. *Updates and Improves the Training experience in an ongoing manner*
 - Remains up to date concerning CASA program policies, the role of the Advocate, changes in policy at DFPS and changes in the Family Code as it pertains to the role of the GAL and CASA
 - Constantly revises and updates the Advocate Training manual to reflect changes in the system
 - Looks for innovative training ideas to keep the experience fresh and exciting for the trainees
 - Reviews annually with the Director of Advocacy, Team Leaders and Advocate Supervisors the volunteer training curriculum
 - Establishes the training schedule on an annual basis so that it can be publicized on the website and in brochures
 - Participates in continuing education opportunities
 3. *Works Closely with the Director of Advocacy, Chief Program Officer and Community Outreach Coordinator to ensure accurate documentation for the Advocate files according to criteria set forth by Texas and National CASA*
 - Participates in regular and periodic supervision with the Director of Advocacy
 - Establishes systems of documentation for new volunteers and current volunteers in training regarding attendance at court hearings and training sessions.
 - Initiating and managing contacts with various organizations and community members for the purpose of arranging speakers for trainings.
 4. *Integrates new volunteer advocates into the pool of active volunteers and then participates in planning for in-service trainings.*
 - Matches the volunteer advocate, their skills, availability and limitations with the requests for advocates from the Director of Advocacy
 - Meets on a regular basis with Team Leaders and the Director of Advocacy to discuss Advocate issues and plan for in-service trainings such as Knowing Who You Are (KWYA), Trust Base Relational Intervention (TBRI), Texas Family Code, Medical Advocacy, and Educational Advocacy.
 - Offers special trainings, as needed, Advocate Supervisors, Team Leaders, current Advocates, and others as needed.
 - Collaborates with Team Leaders and Director of Advocacy to arrange for speakers and supervise arrangements for periodic trainings, such as Learning Lunches and Brown Bag sessions
 - Consults with Director of Advocacy and program staff to plan topics for trainings.
 5. *Ensures compliance and performance with regard to training related funding*
 - Works with Chief Program Officer to develop an annual training budget
 - Tracks training related expenditures
 - *Ensures that all Quality Assurance Standards are met in regards to training*

Knowledge, Skills and Experience

1. *A minimum of a Bachelor's degree is required, preferably in human resources or related field*
2. *Critical areas of qualifications include the following:*
 - Experience in corporate training and/or teaching and development of training curricula
 - Experience in teaching and/or training adult learners
 - Ability to assess training needs and objectives
 - Demonstrated ability to deliver professional development experiences to adults in a variety of settings (i.e. small and large groups) and through a variety of modalities
 - Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
 - Excellent organizational skills and attention to detail
 - Proficient with web, email, Google docs, Google Calendar, leading webinars, computer-based questionnaire systems, software programs (i.e. Word, Pages, Excel, PowerPoint)
 - The ability to concisely and clearly convey and interpret information to others orally
 - The ability to develop and promote relationships with other professionals who can assist with CASA training
 - Ensures data entries in an efficient and accurate manner
 - The ability to interact with the Advocates in a friendly and supportive manner

Physical Requirements and Work Environment

The Training Director will be expected to have periodic transportation to attend court hearings, trainings in remote locations, swearing in ceremonies and continuing education opportunities. The Training Director will be required to regularly teach evening and daytime classes and have a flexible schedule. Time will be spent in the office that could involve intermittent physical activities including bending, reaching, sitting and walking during working hours. Several hours each day will be spent at a PC. Reasonable accommodations may be made to enable a person with physical disabilities to perform the job.

This is a grant funded position subject to renewal funding and performance.

ACKNOWLEDGEMENT:

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. My signature below indicates my agreement to perform required duties and to meet organization goals and metrics.

Staff Name (please print)

Staff Signature

Date