

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CHILD WELFARE STAFF DEVELOPMENT COORDINATOR I

POSITION CODE: 07201  
Effective: 12-1-  
02

DISTINGUISHING FEATURES OF WORK:

Under direction, assists in planning, developing, implementing and coordinating a staff development program within the Division of Child Welfare, Department of Children and Family Services. Plans and participates in district or regional level training sessions; performs other specialized and highly responsible training activities.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in planning, developing, implementing and coordinating a staff development program designed to develop administrative, professional, technical, and supportive staff.
2. Directs and participates in staff development seminars, workshops, etc.; assists in developing specialized instructional programs and in performing highly responsible instructional and training duties covering many facets of social disciplines.
3. Assists in identifying educational and training needs with regard to position expectations; makes recommendations as to the utilization of such information in implementing staff development and in-service training activities.
4. Prepares teaching materials for specialized courses of study in all areas of administration, social work, clerical work, etc.; adapts instructional material from professional and educational sources for use of staff receiving on-the-job training; studies and reviews informational materials concerning new training methods and techniques.
5. Schedules training programs on the district level; conducts or assists in conducting orientation programs for new or newly promoted staff.

## CHILD WELFARE STAFF DEVELOPMENT COORDINATOR I (Continued)

6. Maintains attendance records and reports; keeps detailed records on employees' progress and abilities; prepares individual summary and evaluation reports.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of a master's degree with courses in the behavioral sciences or education.

Requires one year of professional experience in a public or private social welfare agency.

Knowledges, Skills and Abilities

Requires extensive knowledge of modern methods and techniques required for specialized training programs.

Requires working knowledge of the administration of a training program.

Requires working knowledge of available literature in the social work field.

Requires working knowledge of current social and economic problems of community and individual health, educational, and recreational needs, and community and state resources.

Requires skill in the development of staff through the planning and conducting of training sessions.

Requires ability to maintain effective relationships with staff and other disciplines.

Requires the ability to speak fluently, effectively, and knowledgeably before various groups.

Requires ability to evaluate effectiveness of programs and to plan adaptations to meet changing needs and conditions.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.