

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CHILD WELFARE STAFF DEVELOPMENT COORDINATOR II

POSITION CODE: 07202

Effective: 7-16-71

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, plans, develops, implements, and coordinates a large metropolitan district or a medium sized region-wide program of staff development and in-service training for all levels of personnel within the Division of Child Welfare, Department of Children and Family Services; consults with division, regional, and district staff members regarding training needs; reviews proposed policy changes and makes recommendations in the areas of assigned responsibility; may supervise lower level staff development coordinators.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, develops, implements, and coordinates a training program designed to develop the region's administrative, professional, technical and supportive staff; assures that administrative policies and procedures pertaining to staff development activities are followed.
2. Consults with all levels of the regional staff to identify educational and training needs with regard to position expectations; organizes and utilizes such information in implementing staff development and in-service training activities; coordinates training program content with defined objectives and needs.
3. Schedules training programs for regional or district personnel through group meetings, seminars, institutes, and workshops.
4. Negotiates fees and contracts for outside speakers who are retained as lecturers to fulfill the specialized training needs of those selected to attend; counsels and advises supervisors in methods and techniques of on-the-job training.
5. Acts as liaison for the region between the district, regional, or division office on matters relating to staff development.
6. Prepares teaching materials for highly 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; coordinates various in-service plans for immediate and long range needs.

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7. Prepares annual budgetary data for staff development and submits information to the regional or divisional administrative staff.
8. Coordinates planning for staff to attend group meetings, seminars institutes, and workshops, as well as college and university related training.
9. Responsible for the orientation of new employees; may participate in classroom-type instruction.
10. 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 two years of professional experience in a public or private social welfare agency.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the principles and concepts of social work.

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

Requires extensive knowledge of the administration of a training program.

Requires extensive knowledge of pertinent federal and state laws and the agency's policies and requirements.

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

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

Requires ability and skill in providing imaginative leadership in the development and administration of staff development and in-service training programs.

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

Requires ability to exercise sound judgement in the performance of administrative and consultative functions.

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