

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CHILD WELFARE STAFF DEVELOPMENT COORDINATOR III

POSITION CODE: 07203  
Effective: 7-16-71

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, serves as regional coordinator of staff development for a large metropolitan region within the Division of Child Welfare, Department of Children and Family Services; plans, administers, reviews and evaluates regional staff and in-service training programs with responsibility for coordinating the various district operations; serves as liaison for the region between the regional office, general division office, and community and private agencies and institutions on matters relating to staff development and in-service training; makes recommendations to regional administrative personnel concerning the formulation of regional policies and procedures relating to staff development and in-service training.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Coordinates and functionally supervises the activities of district level staff development personnel engaged in assessing and fulfilling training needs; confers with the district level staff concerning these needs and has the responsibility for their meaningful fulfillment.
2. Assures that statutes and administrative policies and procedures pertaining to staff development are followed; participates with other regional administrative staff in coordinating the staff development program with the goals and objectives of the region.
3. Administratively plans, develops, implements, directs, and coordinates the regional in-service training program designed to ensure that the training needs of staff throughout the region are identified and met so that job performances are upgraded.
4. Guides and counsels district level staff development personnel in the technical aspects of their duties; assists them in preparing teaching materials for in-service training courses in the areas of administrative supervision, social work, and clerical work.
5. Plans, develops, organizes and improves orientation courses; may participate in such orientations.

## CHILD WELFARE STAFF DEVELOPMENT COORDINATOR III (Continued)

6. Prepares and submits to the regional administration an annual plan of projected staff development activities and budgetary information.
7. Supervises the regional office library; provides leadership in establishing, indexing, and maintaining libraries in all offices and facilities of the region; reviews new library materials, recommends books, etc., for additions to the libraries.
8. 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 three years progressively responsible professional experience in a public or private social welfare agency.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the administration of a training program.

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 available literature in the social work field.

Requires extensive knowledge of a total social service program and its objectives.

Requires extensive knowledge of the principles and methods of supervision, administration, consultation, and staff training.

Requires working knowledge of the methods and principles of the other professional disciplines.

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

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

Requires ability to develop and maintain effective relationships with staff, other disciplines, community agencies, and the general public.

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

Requires ability to conceptualize and transmit new knowledge and techniques in the solutions of staff development problems.