

**Non-Classified
EMPLOYMENT OPPORTUNITY**

Office of the Child's Representative

Training Coordinator

Downtown Denver

Position Number: OCR07
Job Location: Denver, Colorado
Salary Range: \$ 62,535 - 83,800 annually
Release Date: September 25, 2017 **Apply By:** October 10, 2017
Employment Type: Full-Time

Information about the Job:

BROAD SCOPE OF POSITION: The Training Coordinator is responsible for the development, coordination and facilitation of all Office of the Child's Representative (OCR) training and education requirements listed in state statute and mandates. This position will be able work with and produce all formats of education and training statewide for Guardians ad Litem (GALs), attorneys, court staff, judges, magistrates and other stakeholders across the state. The Training Coordinator will produce training in a variety of formats, including live conferences and events, webinars, recorded trainings and other online tools. The Training Coordinator will also be responsible for implementation of OCR's strategic plan to cultivate a learning and practice environment by maximizing the accessibility of its trainings and practice supports, including but not limited to OCR's online resources, mentoring program, and collaborative learning opportunities. This is a unique opportunity to continue the development of a core training curriculum and comprehensive practice support program for attorneys across the state of Colorado who represent children's best interest in a variety of case types.

Knowledge of the child welfare and juvenile justice systems is a plus. Familiarity with issues impacting families in these systems, such as mental health treatment, substance abuse, and domestic violence, is helpful. This is a full-time, non-classified position exempt from the overtime provisions of the Federal Labor Standards Act, reporting to and serving at the pleasure of the OCR's Executive Director.

MAJOR RESPONSIBILITIES AND DUTIES:

DEVELOP A COMPREHENSIVE TRAINING PROGRAM: Ensure OCR attorneys remain current in state and federal law and regulations, social science research, and evidence based practice of juvenile law.

- Develop systems to identify training needs and issues through all aspects of operations including listserv, complaints, evaluations, and appeals.
- Act as lead to develop methods to increase attorney input in the development of training curriculum that addresses core competencies.
- Monitor and respond to changes in law and practice by creating trainings that identify and address those changes.

- Interface with child welfare and juvenile justice organizations to remain current on other entities' programs and practices.
- Design curriculum incorporating adult learning theory and evidence based training techniques.
- Take lead in the development of training agendas, materials and identification of speakers.
- Develop a training budget and maximize federal training reimbursement.

DELIVER TRAININGS THAT ARE TIMELY, ACCESSIBLE AND INNOVATIVE:

- Lead efforts to sponsor two state wide conferences per year and other trainings consistent with OCR's Performance Management Plan and strategic plan to cultivate a learning and practice environment.
- Coordinate all communications on trainings with speakers, attendees, vendors and venues.
- Supervise all technical facets of OCR trainings including advertising, logistics, registration, CLE credit, and AV support.
- Ensure trainings are accessible remotely.
- Coordinate webinars and case strategy sessions relating to legal and practice developments.

EVALUATE EFFECTIVENESS OF TRAININGS AND PROGRAMMING:

- Develop objective methods to evaluate trainings and programming utilizing attorney feedback.
- Explore, research and develop methods to measure training impact on practice.
- Monitor attorneys' compliance with OCR's contractual training requirements and recommend future training requirements based upon core competencies.

OVERSEE OCR'S TRAINING RESOURCES AND WEBSITE:

- Create institutional memory by maintaining all training related issues, materials and correspondence.
- Ensure all training related materials are readily available to OCR's attorneys.
- Work with staff to develop an online searchable bank of training resources.
- Maintain and update OCR website as necessary.
- Monitor and post state and national training opportunities.
- Work with staff to enhance and improve OCR's online resources, including its litigation toolkit.
- Supervise efforts to maintain and index resource library.

WORK COLLABORATIVELY WITH STAFF TO ASSIST IN ALL ASPECTS OF OCR'S MISSION:

- Promote youth voice and youth empowerment through training.
- Provide effective, clear, written and verbal communication with staff, attorneys, and other stakeholders.
- Assist in development of newsletter.
- Incorporate training reports in OCR publications including General Assembly Report, Performance Management Plan, and Budget Requests.
- Provide technical support as necessary.
- Update staff and Board regarding training program and developments.

OTHER DUTIES/TRAVEL: The OCR is a small office, and duties outside the primary scope of the position may be assigned by the Executive Director. The Training Coordinator's duties require a minimal amount of travel outside the Front Range. The OCR serves all 22 judicial districts in the state of Colorado and training needs may require travel and presentations outside of the Front Range, including two conferences per year put on by the OCR.

QUALIFICATIONS: The successful candidate will possess excellent communication skills, strong technical skills and be creative, self-motivated and able to work in a decentralized environment without close supervision. Technical skills include overseeing the content of the OCR website and working with the Information Systems Manager to maintain the website, posting video recordings and electronic materials on-line, developing presentations in a variety of electronic formats (e.g. Windows & MS Office proficiency, PowerPoint, webinars, polling technology), and storing, transporting, and purchasing new equipment and supplies. A Bachelor's degree in a related field from an accredited university is required.

HOW TO APPLY:

Submit a letter of application noting the above referenced position, a resume, and a list of three professional references by 4:30 p.m. on the above listed "Apply By" date to the contact information below. Any examples of work are strongly desired and encouraged.

Office of the Child's Representative
Attn: Melanie Jannicelli
1300 Broadway Suite 320
Denver, CO 80203
melaniejannicelli@coloradochildrep.org

You may submit the required information by mail or e-mail (PDF format preferred). Be sure your application materials specifically address your qualifications for the position. Late or incomplete packages will not be considered. Please note that the application materials will not be returned. Fax applications will not be considered. Successful applicants will be contacted to schedule an interview. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and short-term disability plans, and paid leave.