

Foster Parent Trainer (Part-Time)

Job Title: Foster Parent Trainer

Classification: Part-Time / Non-Exempt

Program: Foster Parent Training

Accountability: Foster Parent Training Manager

Location: Memphis / Shelby County Area

Job Summary

The Foster Parent Trainer will be responsible for delivering TN-KEY (Tennessee Knowledge Empowers You) and In-Service training to prospective or already approved DCS (Department of Children's Services) Foster and ICPC Parents, providing support and assistance to training participants as needed, updating TN-KEY training spreadsheet, facilitating distribution of participants paperwork and registration information to stakeholders, maintaining excellent communication with DCS regions including attendance at designated meetings as needed, completing TN-KEY assessments, assistance with providing necessary documentation for quarterly reports, and additional tasks as needed to support the TN-KEY and In-Service Training Program.

Job Specifications

- Bachelor's degree in related field and experience delivering training
- Well organized, able to multi-task, and detail oriented.
- Ability to work well in a fast-paced environment without direct supervision.
- Ability to work efficiently from home-based environment.
- Ability to make decisions.
- Ability to work in a discreet manner, maintaining confidentiality.
- Excellent communication skills and good work ethic.
- Proficient in MS Office and Excel programs.
- Capacity to utilize the web and web-based systems.
- Capacity to communicate effectively with others, e.g., in person, email, letter, etc.
- Excellent networking skills and knowledge of the local foster care, kinship, and adoption community.

Essential Functions

- Delivers TN-KEY Training curriculum to prospective DCS Foster and ICPC Parents.

- Delivers In-Service Training curriculum to prospective DCS Foster and ICPC Parents.
- Attends, supports, and delivers training at the annual Foster Parent Conference.
- Responds to all questions from TN-KEY and In-Service participants during as well as in between training sessions.
- Uploads training CPR and First Aid sign in sheets and certificates to shared SharePoint folder and BaseCamp within one week of training completion.
- Provides Individual CPR and First Aid Training.
- Participates in inner-agency TN-KEY Team Meetings and with DCS stakeholders as needed or requested by Foster Parent Training Manager.
- Participates in Harmony All Staff Meetings as requested by the FPT Manager.
- Other responsibilities as designated by the FPT Manager.
- Enters and maintains record of work hours in Activity Log to include record of specific work tasks.
- Completes expense report and submits to the FPT Director by the 1st of the month to include a record of any mileage incurred during the previous month as well as scanned receipts for any reimbursable expense. Scan 1st page of cell phone or internet bill and include with expense report to receive designated monthly cell reimbursement. *Must work a minimum of 10 hours per month to receive technology reimbursement.*
- Maintains consistent communication with FPT Manager via phone, email, or face to face contact regarding sharing information and updates as well as questions, concerns, or issues that may arise.
- Provides support and assistance to FPT Manager when needed or requested.
- Maintains supply of CPR and First Aid training materials (CPR guides, gloves, shaving cream, wipes, hand sanitizer, etc.).
- Participates in Harmony staff meetings and sponsored trainings supporting compliance with COA standards and professional practices.
- Engages in individual and group professional development activities.
- Other job responsibilities as negotiated to meet the needs of the agency.

Other

- A valid driver's license, automobile insurance, and reliable transportation is required.
- Ability to lift 10 pounds (as applicable; weight requirements may change depending on position).
- Must clear all Harmony required pre-employment background checks. No personnel shall be employed who has been convicted of any offense against another person.
- Participates in Harmony staff gathering trainings to include, but not limited to completion of mandatory trainings to support compliance with COA standards and professional best practices.

- Ability to contribute to discussion in team meetings and other groups.
- Child welfare direct care or case management experience.
- High level of organization, self-directedness, and high ethical work standards required.
- Flexible expectations in meeting variety of responsibilities throughout the day.
- Position is a maximum of 29.5 hours per week; no minimum number of hours are guaranteed per week. This is primarily a home office-based position. It requires evening and weekend work hours.
- Ability to work independently as well as with a team.
- Excellent verbal and written communication skills.
- Ability to multi-task and work efficiently.