

Jurisdictional Class: Competitive
Adopted: October 5, 1977
Revised: August 3, 2010

STAFF DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating the entire staff development program of an agency including orientation, in-service training (which shall include social casework/counseling procedures and family assessment), and educational leave for all employees. The work is performed under general direction in accordance with established staff development policies and objectives. Technical consultation and assistance for carrying out the objectives of this program are provided by the NYS Department of Social Services, Staff Development Personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts studies to identify training and educational needs of an agency;
Assists in the development of training programs to meet these needs;
May conduct portions of a formalized training program;
Makes arrangements for the physical facilities and equipment for training sessions;
Coordinates all matters relating to training and education programs;
Maintains records of employee educational leave as well as the processing of tuition and/or reimbursement for employee education;
Prepares and submits a staff development training plan for the agency;
Maintains materials relating to training programs such as films, books, and related material;
Provides direct training to staff in the areas of permanency planning for children, social casework procedures, and child protective services;
Provides training on the development of family assessments and social casework plans for family stability and protection;
Provides direct training in issues such as stress management, time management, and required training such as AIDS/HIV;
Assists in the assessment of new employees' ability to grasp agency goals and general work required, including income maintenance, child support, and social casework.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of conducting a staff development program;
Working knowledge of principles and practices of social casework;
Working knowledge of federal, state, and local social service laws and programs;
Ability to plan and develop curricula and lesson plans;
Ability to analyze jobs, functions, and problems;
Ability to assist in implementing training programs;
Ability to write clear and accurate reports and records;
Ability to establish and maintain effective relationships with people;
Sound judgment.

Staff Development Coordinator

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Social Casework/Counseling, Psychology, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of professional social casework/counseling experience or closely related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) or (b) above.

NOTE: Experience gained as a teacher in an accredited school or experience in the planning, developing, and supervising of an in-service training program may be substituted for the social casework/counseling experience on a year-for year basis.

NOTE: Professional social casework/counseling experience is defined as the one-on-one interaction with a client in order to facilitate the identification of and coordination of client's needs, goals, and service available to meet these needs and goals. It includes such job activities as client screening, psycho-social assessment, developing treatment plans, implementing treatment strategies, and coordinating client referrals to other agencies in a variety of human services settings.