

## COALITION FOR HISPANIC FAMILY SERVICES

### *Job Posting*

**Job Title:** Trainer-of-Trainers for CS NYC  
**Reports To:** Director of Special Projects/Program Champion for CS NYC  
**Department:** Family Foster Care  
**Date Available:** Currently Available  
**Date Posting:** August 6, 2018  
**Deadline to Apply:** Ongoing – Open Until Position Filled

**To apply:** Submit a resume and cover letter with qualifications to Alexandria Munoz, Program Director, at [amunoz@hispanicfamilyservicesny.org](mailto:amunoz@hispanicfamilyservicesny.org)

**Summary of Position:** The Trainer-of-Trainers (TOTs) are responsible for providing on-site training and continued consultation to Case Planners, Supervisors, and Family Foster Care staff, in evidence based models Keeping Foster and Kinship Parents Supported (Keep) and Parenting through Change-Reunification (PTC-R) and Parenting through Change-Return Home (PTC-RH).

**Summary of the Agency:** The Coalition for Hispanic Family Services, established in 1990 provides services to Latino children and families and other populations in communities where significant numbers of families live below the poverty level. The Coalition's programs address family needs comprehensively and within a cultural context, with the goal of moving them towards self-reliance. The Coalition operates foster care and adoption services, child abuse prevention programs, outpatient and residential mental health programs, arts and after school education programs for children and adults, and parenting support programs. Coalition for Hispanic Family Services is New York City's only Latino foster care and family services agency.

Serving over 3000 families each year, the Coalition for Hispanic Family Services is building strong communities....one family at a time.

#### **Duties:**

- Participate in a 3-day Training of Trainers (TOT) Work Shop. This includes, being trained to consult with their agency staff, and learning about coding the KEEP using the FAR and PTC sessions using the FIMP for fidelity (although FIMP coding requires additional training). One to two TOT workshops will be held for CSNYC agencies at designated times based on agency readiness.
- Participate in onsite training workshops pertaining to consultation sessions.
- Receive ongoing support from KEEP and PTC consultants monthly on consultation provided to the staff within their own agency.
- Monitor and assist agency staff in using Café and in filling out session forms, PDRs, and Observations of Parent Child Interaction checklists.

- The agency staff that the Trainers train will receive fidelity checks on their groups by the model developers.
- Assist in co-leading the in-person 5-day workshop for the next cohort of CSNYC agencies with KEEP and/or PTC model developers as co-trainers (if needed).
- Additional duties pertaining to CSNYC as needed

**Qualifications:** Must have completed the approval process as facilitators for Keep and/or PTC-R/RH to be considered for the position of TOT. Once approved must possess the following characteristics:

Demonstrate strong cooperative and collaborative skills; Strong commitment to sustain Keep/PTC fidelity; Strong understanding of and commitment to working with CSNYC populations; Extensive practice with Keep/PTC application; Skillful at providing strength-based feedback; Commitment to consultation/coaching; Seeks consultation/coaching for self; Outstanding active teaching and process skills; Demonstrates exemplary clinical wisdom (demonstrated through fidelity scores); Eager to continue learning and growing in own work; Leadership skills in small groups; Effective communication skills; Strong desire to be Trainer; Ability to receive and integrate feedback; Charismatic presentation style.

Bilingual Spanish /English, preferred.

**Salary:**

Low to High \$45,000 / based on education and experience.

Excellent benefits package, ample vacation and sick days.