

CLASS TITLE: CLINICAL TRAINING SPECIALIST

Class Code: 02820500
Pay Grade: 30A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To assess, plan, coordinate and implement training programs focusing on clinical/social service topics; to conduct ongoing assessment of staff training needs specific to clinical and social service topical areas; to implement the core curriculum for social service staff; to recruit, train and supervise the work of in-house trainers who implement training programs on clinical and social service topics; to develop new training programs; and to do related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of an administrative superior with latitude for the exercise of independent judgement; work is reviewed on an ongoing basis and upon completion for results obtained and conformance with agency policies and procedures.

SUPERVISION EXERCISED: Plans, supervises, coordinates and reviews the work of a technical and clerical staff, students assigned to the unit during field placements, and in-house trainers conducting training related to clinical and social service topics.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assess, plan, coordinate and implement training programs focusing on clinical/social service topics; to conduct ongoing assessment of staff training needs specific to clinical and social service topical areas.

To recruit, train and supervise the work of students or in-house trainers engaged in developing and conducting comprehensive orientation and in-service training programs focusing on clinical and social service training topics.

To implement core curriculum for all social service line staff by developing, coordinating, monitoring and conducting training programs of a clinical, diagnostic and therapeutic nature.

To conduct and/or oversee on-site training events at regional locations.

To implement an extensive and highly specialized clinical core curriculum for all social service staff.

To conduct needs assessment to determine training needs and to implement revision of training programs.

To evaluate training programs.

To prepare or procure training materials such as manuals, tests, charts or data for specific training projects or programs.

To develop training methods and techniques for implementation of new training programs.

To conduct research on training programs and literature searches to aid in this development of training programs.

To schedule training activities.

To staff advisory committees on training.

To conduct clinical and social service focused training sessions and programs, or to arrange for specialists to conduct such training sessions.

To attend staff meetings and acquaint supervisors and department staff with proposed training plans or departmental policies.

To prepare special reports on training programs, progress reports and other as required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of adult learning principles; a thorough knowledge of education principles and practices, teaching methods and the use of audio-visual aids, and the ability to apply such knowledge in the training of staff; a working knowledge of computers from a user perspective; the ability to conduct needs assessments and surveys of departmental training needs; the ability to analyze surveys and develop programs to meet assessed needs; the ability to develop audio-visual aids and other instructional materials to meet training needs; the ability to prepare training manuals, develop course curricula, evaluation techniques, test charts or data for specialized training projects or programs; the ability to evaluate the effectiveness of orientation or in-service training programs; the ability to recruit and train students and in-house trainers in training methods, as well as training content of a clinical nature, including all organizing and provision of training on family assessment, interviewing, family dynamics, and working with a culturally diverse population of children and families; the ability to communicate effectively with hostile or resistant clients; the ability to utilize children and adolescent crisis intervention techniques, care planning, assessment, permanency planning, tenets, cultural issues, intervention skills, depression and suicidal dynamics, abuse dynamics, separation and loss, substance abuse, mental illness, risk assessment and supervisory skills; the ability to develop, coordinate and implement clinical training programs; the ability to implement an extensive core curriculum for social service providers involving material of a clinical and specialized nature; the ability to prepare reports including findings, conclusions and recommendations; the ability to communicate effectively with groups and individuals; the ability to establish and maintain good working relationships with departmental staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in a human service field such as Social Work, Psychology, or in a closely related major; and

Experience: Such as may have been gained through: employment in a state or private agency providing training of a clinical nature, and the provision of direct clinical services to clients.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: July 1, 2001

Class Revised: October 31, 2004