



**Philander Smith  
College**

**JOB TITLE: TITLE IV-E FIELD TRAINER**

**DEPARTMENT: Social Work**

**EMPLOYMENT TYPE: Full Time**

**APPLICATION:** Submit a cover letter, resume or CV, official transcripts of all degrees earned. You may send unofficial copies but your official transcripts will be required upon hire.

**APPLICATION DEADLINE:** Open until filled. To be considered for this position, applications should be received by September 16, 2019.

**SUMMARY OF POSITION:** Philander Smith Colleges invites applicants for the position of Title IV-E Field Trainer. Title IV-E Field Trainers provide services to DCFS as outlined by contract and executed primarily in collaboration between the University Title IV-E program and the DCFS Area Director. This area of service includes, but is not limited to, the following counties: Independent, Jackson, and Poinsett. Staff may be directed to become involved in other services to DCFS throughout the state. Travel is required. Some overnight trips will occur.

**RESPONSIBILITIES:** Performance indicators for the position of Field Trainer include but are not limited to the following:

- Provision of field training/mentoring for 100% of new workers hired by DCFS in the primary catchment area. This includes weekly visits to the worker's office, correspondence by e-mail and phone, and availability upon request of the worker, the worker's supervisor, and the area director for training purposes. The time period for field training of new workers is the first 12 months of the worker's employment as FSW. The purpose of this field training is to promote the *Best Practice and the DCFS Practice Model* in the field of child welfare. Such practice includes an array of responsibilities of the family service worker.
- Provision of field training for 100% of newly hired supervisors in the primary catchment area. This includes weekly visits to the supervisor's office, correspondence by e-mail and phone, and availability upon request of the supervisor and/or Area Director. The time period for providing field training to new supervisors is the first 12 months of their employment as supervisor. The

purpose of this field training is to promote *Best Practice and the DCFS Practice Model* in the field of child welfare, as well as instruct and role model effective management, communication techniques, and leadership skills.

- Provision of local, area, and state focus groups both within and outside of DCFS at the request of the Division leadership.
- Collaboration with MidSOUTH Training Academy and DCFS for the development and provision of on-going education/training both for new workers and veteran staff. This may include small or large groups. It also may include assistance with new worker training.
- Consultation with DCFS administrative and service delivery staff on a vast array of child welfare topics. Consultation often involves program review as well as review of child welfare literature.
- Participation in routinely scheduled statewide partnership meetings with those agencies and universities also involved in the Arkansas Academic Partnership in Child Welfare Partnership
- Development and provision consultation and advanced practice education for any staff in the area identified by the Area Director and for whom there is a request of service.
- Participation in any special project in the area as directed by the DCFS Area Director.
- Development and provision of services aimed at worker retention throughout the year.
- Development and provision of educational services aimed at foster parent education and retention.
- Completion of monthly activity reports provided to DCFS and IV-E Partnership.
- Participation in the development and presentation of mandatory/annual training events for area DCFS staff as requested and as allowable by federal policy
- Development and presentation of routine trainings aimed at enriching the knowledge of DCFS workers as well as enforcing *Best Practice* concepts and skills.
- Processing/role modeling client intervention during at least three home visits in the worker's first 12 months.
- Provides field training to new supervisors.
- Provides Advanced Practice Education to FSWs or supervisors upon DCFS request.
- Case Reviews as directed by the DCFS Area Director.
- Participation in de-briefing for DCFS staff as requested by the DCFS Area Director.
- Recruitment of students for DCFS internships and stipend positions.
- Field instruction for those students who do not have a social work supervisor.
- Other duties as assigned by the Program Director and/or DCFS Area Director.

**REQUIRED QUALIFICATIONS:** Knowledge of current child maltreatment/juvenile law is necessary. Knowledge of current DCFS policy and the responsibility to stay abreast of both is required. Continuous knowledge development to reach this goal is required. As reflected in the contract, University Partners hire professional staff who are employable by DHS/DCFS and who have prior, applicable child welfare experience in order to provide FSW field training. New hires must be approved by both the University Partner Title IV-E search committee and the current DCFS Area Director.

**HOW TO APPLY:** Review of applications will begin immediately, and the position will remain open until filled. Interested applicants should submit a cover letter, CV or resume, your official transcripts of all degrees earned. You may send unofficial copies, but your official transcripts will be required when hired and three letters of professional references to: [humanresources@philander.edu](mailto:humanresources@philander.edu). Email subject line should include the full name of the position for which you are applying, and documents should be in Word format. You may also mail your information to:

**Philander Smith College**  
**Attn: Office of Human Resources**  
**900 Daisy Bates Drive**  
**Little Rock, AR 72202**

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Philander Smith College is a small privately supported historically black, four year liberal arts college with a student enrollment of approximately 1,003 students. It was founded in 1877 and is affiliated with the United Methodist Church.

Philander Smith College is an equal opportunity employer and does not discriminate against applicants or employees based on age, race, sex, national origin, ethnicity, veteran status or religion. Philander Smith College is a smoke-free and drug-free work environment. Philander Smith College participates in E-Verify.