



JOB ANNOUNCEMENT

Trauma Informed Care Training & Coaching Coordinator

ABOUT THE ORGANIZATION: The California Child Care Resource and Referral Network (Network), a nationally recognized non-profit membership organization, addresses the needs of parents and childcare providers throughout California. The Network works with 69 local child care resource and referral (R&R) programs, throughout California, to inform parents and the public about quality child care, assist child care providers to serve their communities and encourage positive policy changes on the local, state, and federal levels. The Network provides leadership and vision for the continuous development and improvement of resource and referral services statewide, helping to build, support, and advocate for a quality childcare system that supports the diversity of families and children in every community in California. For more information, please visit the Network website at <http://www.rnetwork.org>.

SUMMARY: Trauma Informed Care (TIC) Training & Coaching Coordinator
The California Emergency Child Care Bridge Program for Foster Children
37.5 hours/week (1FTE), Monday-Friday 9-5, Exempt
60-65,000 1FTE
Excellent benefits (health/dental insurance, paid vacation/sick)

LOCATION: **Sacramento, Bay Area, or Los Angeles area**

APPLICATION DEADLINE: July 7, 2019

BACKGROUND: The California Emergency Child Care Bridge Program for Foster Children (Bridge Program) aims to increase the number of foster children successfully placed in home-based family care settings, increase capacity of childcare programs to meet the needs of foster children in their care, and maximize funding to support the childcare needs of eligible families. The Bridge Program consists of the following three components: Emergency childcare voucher to pay for childcare, a child care Navigator, and trauma-informed care training and coaching available for the child care providers. The Network leads the TIC training and coaching component through the development of training modules, training of trainers, and technical assistance infrastructure with local Resource & Referral Agencies (R&Rs).

DESCRIPTION: The TIC Training & Coaching Coordinator will provide training and technical assistance to R&R trainers and staff working on the Bridge program. Candidates must have experience in training and coaching adults in trauma informed caregiving practices, developing engaging training resources and meaningful learning experiences for adults and trainers, and a strong background in early childhood.

JOB RESPONSIBILITIES: The TIC Training & Coaching Coordinator will:

- Work closely with the TIC Training & Coaching Manager to plan and deliver trauma-related professional development activities (e.g., in-person training for trainer events, conferences, monthly webinars, etc.) for the trainers located at the R&Rs throughout California.
- Create and edit written and visual training materials used to guide trainers, R&R staff, and child-care providers.

- Ensure monthly TIC e-newsletters and supporting documents (e.g., articles, blog posts, training modules, guides, timelines, reports, and surveys) are posted to the Network's website, ACEs Connection, and other applicable communication platforms.
- Act as a resource and guide for R&R trauma trainers as they incorporate TIC practices into their work with providers.
- Provide Technical Assistance (TA) to R&R staff statewide on the implementation of the TIC Training & Coaching resources and component of the Bridge program, as well as reporting tools, program policies, and effective training and support strategies, via telephone, email, e-newsletters, webinars, and online.
- Communicate with R&R trauma trainers to gain an understanding of the training-related concerns and challenges with the implementation and use of the TIC curriculum.
- Actively participate in existing and developing partnerships related to the Bridge Program and TIC in particular, with the TIC Training & Coaching Manager, Bridge Navigators, R&R TIC Trainers, CDSS, local R&Rs, and partners.
- Participate in staff meetings, roundtables, teleconferences, and other relevant meetings.
- Assist with the development of training delivery and implementation templates, TA and outreach materials, policies and procedures documents, quarterly reports to applicable funders, and other reporting related resources for local trauma trainers.
- Build positive workplace relationships and work as a collaborative and reliable team member within the TIC team and across the Provider Services department which is located throughout California.
- Keep up-to-date with child development, TIC, adverse childhood experiences, and mental health literature, research, and trends in early care and education.
- Perform other duties, as assigned.

QUALIFICATIONS:

- Master's Degree preferred; Bachelors' Degree required in related fields of early childhood education, human services, social work, psychology with relevant work experience.).
- Minimum of three years relevant experience with the following: children and families, impact of trauma with children, understanding of early childhood developmental needs (including working with children ages birth to five years), and facilitating trainings.
- Demonstrated ability to work independently, prioritize, and meet tight deadlines.
- Experience and understanding of working with early child care providers, particularly home-based providers.
- Experience providing technical assistance, consultation, training, and support to trainers.
- Experience, willingness, and ability to use technology to communicate and carry out job responsibilities (e.g., Microsoft Office Suite, including PowerPoint; GotoWebinar/Meeting, Dropbox, etc.)
- Strong interpersonal skills including the ability to work effectively with diverse populations.
- Ability to be flexible, innovative and adapt to the changing needs of the program, department, and agency.
- Previous experience that demonstrates effective problem-solving and decision-making skills and ability to work autonomously with sites across California.
- Effective time management and organizational skills and the ability to successfully meet position requirements.

- Strong effective written and verbal communication, and presentation skills
- Must show proof of a valid California Driver's License
- Valid California Driver's License and a clean DMV record
- Ability to travel throughout the state (approximately 10%)

APPLICATION PROCESS: Please send a resume and cover letter indicating the position for which you are applying via e-mail to Cassandra So at cso@rrnetwork.org. Candidates invited to interview will be required to complete a Network Application available at <https://rrnetwork.org/about/careers>.

The California Child Care Resource & Referral Network is an equal opportunity, affirmative action employer.