



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T
****Internal Applicants Only****

POSITION TITLE: Training Officer (Non-Bargaining) **PCN:** 100164, 100165

DEPARTMENT/LOCATION: Quality Support Services/West Center **P. R.:** N14

REPORTS TO: Training Center Coordinator

RESPONSIBILITIES: Analyze, evaluate and determine current and future training needs for agency staff. Develop, prepare and conduct training curriculum, set training goals and plan training objectives. Schedule training and coordinate activities. Prepare and present training programs utilizing a variety of media. Prepare and maintain training environment with appropriate supplies and equipment. Make changes in curriculum and training materials. Assess performance of training participants and provide feedback. Create and collect participant and management staff evaluations of training effectiveness. Perform case management and administrative tasks. Review accuracy of case management determinations and provide feedback. Provide information regarding agency operations and programs. Act as a consultant to agency staff in the development of on-the-job training curriculum and materials.

MINIMUM QUALIFICATIONS: Bachelor's degree in education, social work, or related field with three (3) years of case management experience; or any equivalent combination of training and experience.

STARTING SALARY: \$ 21.57 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Friday, November 6, 2015

DEADLINE TO APPLY: Friday, November 13, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.