

# Job Opportunity

## Learning & Development Manager

**ORGANIZATIONAL SUMMARY:** The mission of the department of Mental Health Law and Policy (MHLP) is to promote the health and quality of life of people with mental and substance use disorders by creating, evaluating, disseminating and translating state-of-the-art knowledge to support effective practice across behavioral health and criminal justice systems. The Child Welfare Training Consortium operates within MHLP in the College of Community and Behavioral Sciences. The Training Consortium provides child welfare training throughout many areas of Florida.

**POSITION SUMMARY:** This **full-time position** is responsible for providing project management and oversight of daily operations for a Trainer Coaching and Competency program to train and evaluate child welfare pre-service trainers in Florida. This position is responsible for project management, supervision of trainers and staff, development of training curricula, database management and monthly reporting responsibilities, in support of program development and training delivery activities statewide.

### **POSITION QUALIFICATIONS:**

**MINIMUM:** This position requires a Bachelor's degree or equivalent, with at least three years of experience in a professional training position. A Master's degree in Communication, Education, Adult Education, or a field directly related to the subject matter may substitute for two years of the required experience.

**PREFERRED:** Master's Degree and/or 2 years of experience training Child Welfare Pre-Service Training in Florida. Experience in curricula/workshop development. Child Welfare Professional Certification. Expertise with power point, graphics and excel preferred. Supervisory and/or job coaching position in child welfare.

**Special Skills/Training:** Florida Child Welfare Pre-Service training experience, comprehension of learning theory, development of curricula and/or workshop materials, project management experience with coaching and supervision.

**Hiring Salary/Salary Range:** \$63,000 - \$65,000

**Job Opening Number:** 15888

This position is subject to a Level 2 criminal background check.

This position is 100% grant funded/ Time Limited.

USF is an equal opportunity, affirmative action, equal access institution. Applicants needing reasonable accommodation to participate in the application process should contact USFCareersHelp@admin.usf.edu or (813) 974-2970.

**We would like to invite you to visit our careers site to complete your application.**

### **DIRECTIONS:**

1. Select this link to access the job posting: <https://goo.gl/kk2uG5> or visit <https://goo.gl/kbVO55> and search Job ID# 15888
2. Sign in to access your account or if you are not an existing user, select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.

DEPT NUMBER/NAME: 0-5820-001 / Mental Health  
Law & Policy/PDC

COLLEGE DIVISION: Academic Affairs-College of  
Behavioral & Community Sciences