



JOB DESCRIPTION

DIVISION: FBFC Georgia

JOB TITLE: Training Content Manager

REPORTS TO: Training Director

JOB FUNCTION:

The Training Content Manager primary function is to lead Foundations training. The Training Content Manager monitors quality assurance in all trainings that they lead. This role provides content management across all platforms and ensures that every FaithBridge training experience meets the desired expectations. The Training Content Manager serves as a project manager for training development team and ensures that changes are implemented. This position is required to travel to all markets to provide training as needed. The Training Content Manager is also involved in training and on-boarding new staff and on-going annual staff training.

Core Responsibilities and Expectations

Lead Foster Parent Training

- Leads Foundation training in all markets
- Provides oversight for all trainings that they lead and ensures that trainings run smoothly and are delivered with quality
- Assesses the quality of trainings they lead including content, method of delivery, trainer skills, and client feedback and provides feedback to the training team
- Trains community partners as requested
- Communicates with home study team any foster home concerns
- Supports family relationships and understands and supports family systems
- Demonstrates a working knowledge of trauma and how that impacts the clients served.
- Assists with the recruitment and training of volunteer and/or contract trainers
- On-call to the training team as needed
- Fills in when there is an emergency and a trainer unexpectedly cannot train or there is no trainer available
- Has knowledge about and encourages families to use MyFaithBridge
- Promotes the Community of Care
- Maintains communication with Ministry Team Leaders and provides them with training schedule, details, and feedback from the trainings that they lead
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Staff Training

- Finds opportunities and promote trainings for the professional development of FaithBridge staff
- Assists with Training Newsletter
- Participates in the onboarding of new staff and on-going staff trainings
- Project manages the development of staff trainings

Training Development

- Serves as project manager for content development for all FaithBridge trainings
- Develops a variety of training experiences and options for clients and staff (i.e. webinars, live trainings, videos, etc.)
- Creatively develops and delivers trainings to produce an increase in client satisfaction and retention of information
- Communicates updates to training team when changes are made and ensures the training materials are changed in all platforms and trainings as needed
- Hosts & plans training development retreats as needed
- Participates in the onboarding of new staff and on-going staff trainings
- Participates in the development and improvement of FaithBridge Encounter, Foundations, Advanced, and Volunteer trainings
- Participate in COA accreditation process as it pertains to training

EQUIPMENT USED: Personal vehicle, cell phone, copy machine, fax, computer

QUALIFICATIONS:

Education and Experience: Master's or Bachelor's Degree in Human Services Field (ie., Social Work, Psychology, Behavioral Science, Counseling, Ministry/Theology, or other related degree. Clinical Experience: clinical knowledge, particularly in the areas of childhood trauma, family-systems, foster care. IMPACT Certified.

Skill Requirements: Strong interpersonal skills, maturity and sensitivity to cultural and individual differences in clients, staff, foster parents and families served. Effective oral and written communication skills. Ability to work within a team. Ability to handle job related matters in a professional, diplomatic and confidential manner. Knowledge of community resources and services. Ability to organize and execute responsibilities in an independent manner.

Physical Requirements: Hearing and speaking ability which allows for effective oral communication of information. Ability to physically transport self and clients to various locations. Physical and emotional stamina to effectively handle job related issues and stress.

Interested in applying? Please send your resume, cover letter and statement of faith to careers@faithbridgefostercare.org. For more information and to learn more about FaithBridge Foster Care, please visit www.faithbridgefostercare.org.