

Program Assistant - Training & Education

About Missouri KidsFirst

Missouri KidsFirst is a 501(c)3 nonprofit and statewide organization providing training, technical assistance, and advocacy in support of child advocacy centers (CACs) in Missouri. Missouri KidsFirst is the Missouri chapter of both the National Children's Alliance and Prevention Child Abuse America. To learn more about our work, visit <http://www.missourikidsfirst.org/>.

Position Summary

The Program Assistant will assist the SAFE-CARE/Training & Education Program Manager in providing training and support to CAC staff and other professionals providing services to reported victims of child abuse and neglect in Missouri.

Essential Functions

- Plan, promote, deliver (facilitate), and wrap-up in-person and online trainings for CAC staff, multidisciplinary teams (MDTs), and partner agencies across the state. This position will assist or lead the following trainings: ChildFirst Forensic Interview Training, First Witness Victim Advocacy Training, SAFE-CARE Medical Training for new providers, SAFE-CARE Annual Update Training for current providers, SAFE-CARE TeleECHO series for current providers, SAFE-CARE medical-forensic webinar series for MDTs, and others, as needed
- Collect, compile, and evaluate data to demonstrate the effectiveness of Missouri KidsFirst trainings and identify future training needs of CACs/MDTs
- Help establish and maintain a calendar of local, state, and national training opportunities
- Assist in outreach, resource-sharing, and technical assistance for CACs regarding accreditation standards and best practices in the field of child maltreatment intervention
- Support Missouri KidsFirst meetings by coordinating logistics (meeting space, A/V accommodations, meals, etc.) and taking thorough meeting minutes
- Perform administrative duties to include answering the phone, opening mail, processing/shipping orders for merchandise and training materials, issuance of training certificates, and other duties, as needed
- Assist in the maintenance of training components of the Missouri KidsFirst website
- Support the Dept. of Health & Senior Service's SAFE-CARE program through processing of provider applications; provider onboarding; management of provider records; maintenance of the state's provider roster and notification of updates to relevant state agencies
- Provide technical support to users of the online mandated reporter system
- Assist Missouri KidsFirst with special projects undertaken by the agency and the SAFE-CARE Program, as needed

Required Qualifications

- Bachelor's degree, preferably related to social services, human services, public health, public administration, child/family studies, or criminal justice
- Ability to travel statewide
- Proficiency in computer skills and standard office software (word processing, spreadsheets, email, publishing, etc.)
- Excellent written, verbal and interpersonal communication skills

Desired Qualifications

- Interest in, and skill for, training delivery (i.e. being a trainer)
- Experience in the development of training curriculum
- Knowledge regarding principles of adult learning
- Experience working for a membership association
- Experience working from a statewide lens
- Experience working in the field of child abuse prevention/intervention/advocacy
- Knowledge of child physical and sexual abuse dynamics and the impact that child maltreatment has on victims and families
- Knowledge of the multidisciplinary team approach to the investigation/prosecution of child abuse cases, and the supportive services available for victims and their families
- Experience working at or with a child advocacy center

Required Certifications & Licenses

- Access to reliable transportation and a valid Missouri driver's license
- Automobile insurance compliant with Missouri law
- Successful clearance of Missouri KidsFirst-issued background screenings for both child abuse/neglect and criminal histories

Professional Attributes

- Strong relationship-building, conflict-resolution, and meeting-facilitation skills
- Strong organizational and time-management skills
- Strong attention to detail
- Demonstrates ability to be productive in a flexible and autonomous work environment
- Effectively manages a complex workload
- Effective at transmitting information and conveying concepts to people with varying educational backgrounds, cultural backgrounds, and experience levels
- Promotes a culture of diversity, respect, & inclusiveness
- Routinely exercises professional discretion and judgment
- Performs job duties in accordance with professional ethics and organizational policies
- Demonstrates professionalism and maintains composure in high-stress situations
- Ability to embrace change, tolerate ambiguity, and model these competencies for others
- Ability to maintain strict confidentiality

Other Information

- Starting salary for this position is \$30,000 to \$40,000, commensurate with skills and experience
- This position will provide administrative support to the office which requires maintaining regular in office hours of Monday through Friday and 8 am to 5 pm, not to exceed a forty (40) hour work week.
- Missouri KidsFirst offers paid time off, 12 paid holidays, full healthcare coverage, cafeteria plan, and a 401(k) plan for full-time employees

To apply, please submit the following to contact@missourikidsfirst.org by February 2, 2020:

- A cover letter addressing the required/desired qualifications and any other relevant information about your eligibility
- Current resume