



child parent institute

building brighter futures for our children and families

3650 Standish Avenue, Santa Rosa, CA, 95407 | (707) 585-6108
www.calparents.org

Job Title: Resource Family Training Program Manager

Department: Parent Support Services

Reports To: Deputy Director

Status: Regular, full-time, non-exempt

Hours: 30-32 per week including weekday evenings and Saturdays

Compensation: \$24-\$36/hour depending on experience

JOB SUMMARY: The Resource Family Training Services Manager provides training and support to Resource Families, which includes foster parents, kinship caregivers, and non-relative family member (NRFM) caregivers. This includes pre-service trainings to prospective Resource Families, in-service training and support groups to current Resource Families, as well as special events and workshops. This position supervises a staff of one administrative assistant and several child care providers.

ESSENTIAL FUNCTIONS:

- Provide regular Pre-service to prospective Resource Families in a classroom setting using the County's pre designed curriculum
- Provide quarterly In-Service trainings as well as monthly support groups to current Resource Families.
- Provide a one-day conference for Resource Families and coordinate subject matter experts as trainers.
- Work closely with Sonoma County Family Youth and Children's Services in the Resource Family training and approval process.
- Representing CPI, serve as a member of Family Finding Collaborative and support the efforts in finding Resource Families.
- Coordinate guest speakers for class sessions and arrange for interpretation services if needed.
- Conduct regular training evaluations and analyze data collected.
- Provide individual sessions as needed to the families with barriers to attend the training.
- Develop knowledge about community resources.
- Document all contacts with families including class attendance, individual sessions and phone contact.
- Attend required individual supervision meetings as established.
- Complete all scheduled program reports.

Our mission is to end child abuse and strengthen the health of children, parents and families.



- Creates teamwork among program staff, support staff and the administrative and management teams in order to best carry out and meet the goals of the agency.
- Ensures all licensing and compliance regulations are met.
- Ensures consistency with professional ethics, laws and agency policies and procedures.
- Collaborates with HR to recruit and hire new staff; conducts interviews and manages orientation and training process.
- Conducts regular check-ins with staff to evaluate performance.
- Conducts coaching, progressive discipline and employment termination meetings.
- Coordinates training, conferences and other related educational opportunities for program staff.
- Attends relevant community meetings.
- Participates in monthly CPI leadership team meetings.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Education: Must have completed graduate training in Marriage and Family Therapy, Clinical Social Work, Clinical Psychology or another related field.
- Experience in developing and presenting training materials.
- Experience in cases involving children and families.
- Ability to supervise and collaborate with staff in a manner that is flexible and supportive yet ensures accountability.
- Communications: express ideas clearly, concisely and effectively, both verbally and in writing. Practices effective listening skills. Positively represents CPI to clients, employees, and other community providers.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Knowledge/experience with domestic violence; parenting issues, child development and family resources.
- Strong time management and organization skills.
- Basic computer skills including Microsoft Office suite.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies)
- Prolonged sitting and working on a computer and telephone.
- Prolonged standing and moving between buildings.