



## Child Protection Information Network (CPIN) Trainer Consultant Contract

Jewish Family & Child is a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families.

JF&CS' child welfare staff are scheduled to be moving to a new provincial system as of April 2018.

It is called the Child Protection Information Network, but we call it CPIN. It is an initiative of the Government of Ontario to replace the separate information systems by the province's 47 Children's Aid Societies with a new, single system storing information for all CASs in Ontario. A single system will help keep kids across Ontario safe through improving information sharing and accountability. This means that while our work will be the same, the way we do it will be different. Training and practise on CPIN will take a major commitment and we are seeking a CPIN trainer to support our child welfare staff through this process.

### In this Role you will...

- ❖ Develop instructor-led training materials including participant guides, PowerPoint slides, manuals, handbooks and other related materials in the use of CPIN.
- ❖ Work with CPIN project leads to incorporate business processes, agency policy and procedures identified during CPIN implementation into trainings and training materials.
- ❖ Apply instructional design skills and adult learning principles to the design of training programs; especially the design of scripts, scenarios, activities, role plays and exercises.
- ❖ Design and develop tools for ongoing knowledge transfer and support including FAQs, videos, and job aids.
- ❖ Work effectively with subject matter experts, translating their expertise into an effective curriculum
- ❖ Evaluate training materials and exercises provided by Ministry of Children and Youth Services and other agencies, map them to the specific needs of JF&CS and include them or modify as appropriate.
- ❖ Attend Ministry training sessions as required.
- ❖ Perform other duties as assigned.

### QUALIFICATIONS:

- ❖ The ideal candidate would have a BSW/MSW or related degree, with experience in child welfare, and work experience as a professional trainer
- ❖ We also encourage applications from candidates with degrees or diplomas related to training and communication, or a relevant combination of education and work experience, particularly those with work experience developing and delivering training or education programs related to social services or not-for-profit organizations
- ❖ Prior experience working with or developing training programs for case management systems, CRM systems or other related technology would be considered a strong asset
- ❖ Experience in curriculum design, instructional design, and training delivery skills focused on setting and meeting targeted learning outcomes
- ❖ Skills training non-technical teams on the successful use of technology

If you are interested in applying for this position, please submit your résumé to [resumes@jfandcs.com](mailto:resumes@jfandcs.com).

In the subject line of your email, please reference Consultant CPIN Trainer. This position will remain active until it is filled.

Jewish Family & Child is committed to the principle of equal opportunity employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us of any such accommodations are required.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family & Child, please visit: [www.jfandcs.com](http://www.jfandcs.com) | [www.facebook.com/jfandcs](https://www.facebook.com/jfandcs)