



## JOB DESCRIPTION

### TRAUMA-INFORMED CARE TRAINER

(Emergency Child Care Bridge Program for Foster Children)

Under the supervision of the child care services supervisor (Bridge Program), the trauma-informed trainer shall be responsible to:

1. Coordinate and provide Trauma-Informed Care (TIC) training, coaching, and support services to licensed and licensed-exempt child care providers providing, or interested in providing, care for children in the Emergency Child Care Program for Foster Children (Bridge Program).
2. Establish and maintain local partnerships with various local and statewide family services organizations that support trauma-informed services and training, including working closely with the child care bridge navigators, parent services specialists, provider contract specialists and resource & referral specialists.
3. Provide technical assistance to child care providers and staff about the TIC components of the Bridge Program, including, but not limited to, modeling appropriate child development techniques directly with children.
4. Develop training and technical assistance materials in collaboration with the California Child Care Resource & Referral Network and County of Ventura Human Services Agency - Children & Family Services, including training resources and handouts for parents and providers.
5. Participate in local and regional professional development partnerships related to TIC.
6. Document program process, services provided, and participant data collection.
7. Report to and keep the child care services supervisor (Bridge Program) informed of program progress.
8. Prepare monthly, quarterly and yearly reports and other reports as needed.
9. Act as CDR liaison at designated meetings, conferences, and events.
10. Develop and coordinate provider recruitment strategies to increase the supply of child care providers, participating in the Bridge Program.
11. Develop and coordinate TIC training programs, workshops, café's, and seminars for child care providers, parents, and the child care community participating in the Bridge Program.
12. Conduct presentations regarding the Bridge Program and agency services to community organizations, agencies through meetings, speaking engagements, distribution of materials, and other appropriate media.
13. Provide on-site, email, and/or phone technical assistance to center-based child care and licensed-exempt child care providers.
14. Assist in the development and preparation of statistical data and reports to be submitted to funding sources, legislators, governmental agencies, and other concerned individuals.
15. Assist in the development and editing of CDR publications directed to individuals concerned with trauma-informed care information and services.

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16. Assist in the development of funding opportunities for trauma-informed services, including collaboration of services and program issues and assistance with the Bridge Program refunding application.

17. Other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Required Education and Experience:**

- Minimum of a bachelor's degree in child or human development, early childhood education, or related field.
- Minimum of three (3) years' experience working with young children zero to five (0 to 5) years of age in a centerbased or family child care setting or experience providing technical assistance, consultation, training and support to child care providers or early learning personnel.
- *Must obtain trauma-informed care trainer certification within 12 months of hire as a condition of employment.*

**Preferred Criteria:** Bachelor's degree in child development or minimum of 24 completed units in child development or ECE. Knowledge of evidence-based trauma-responsive models and its effects on young children and caregivers. Good understanding of how to support caring and responsive caregiving practices for children who are affected by trauma.

**Knowledge and Abilities:** Bilingual (English/Spanish) skills required. Knowledge of child welfare system services and support (state or local level) and California Early Learning and Development System. Willing to take train-the-trainer workshops on trauma-informed care. Well acquainted in working with economically disadvantaged families as well as the more affluent sector of the community. Ability to communicate effectively verbally and in writing with low-income individuals as well as the business professional. Ability to evaluate the needs of child care providers and consumers, identify and utilize existing resources, and develop strategies to address those needs. Ability to perform job duties effectively while working under minimum supervision. Ability to develop age appropriate child care and development curriculum for children ages 0 - 14 years, including special needs and the effect of trauma on young children. Ability to gain the support of the community in coordinating and networking on a variety of projects. Ability to travel and ability to use technology to communicate and carry out job responsibilities.

**Physical Abilities:** Ability to effectively use hands and fingers in the use of computer keyboard and other office machines and for completing required paperwork. Ability to bend, squat, sit on floor, climb stairs, stand extensively and continuously throughout employment for provider visits, workshops, and/or ongoing outdoor recruitment. Ability to see at normal distance; hear normal conversations and sounds. Ability to use hands and fingers to fill out required forms and use computer. May occasionally walk on slippery or uneven surfaces. Able to occasionally and safely lift up to 25 pounds. Ability to carry and/or pull rolling carts and/or supplies case. Ability to safely drive own or company vehicle.

**License or Other Requirements:** Must have access to a dependable auto with minimum appropriate insurance coverage and possess a current valid California driver's license. Must submit to a job-pertinent agency-paid pre-employment physical examination, negative tuberculosis test, and criminal record background checks. Employment is conditional pending satisfactory results of all required tests and background checks.