

**ASSOCIATION FOR SUPPORTIVE CHILD CARE
JOB DESCRIPTION**

**TRAINING SPECIALIST
INJURY PREVENTION PROGRAM
ARIZONA KITH AND KIN PROJECT**

REPORTS TO: Injury Prevention Program (IPP) and Kith and Kin (KK)
Project Coordinator

GENERAL SUMMARY: Assist the IPP and KK Coordinator in the successful implementation of the goals and objectives of the IPP.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Assist with the identification, coordination, scheduling and training activities associated with the Injury Prevention Program and Kith and Kin Project related activities.
2. Assist with the coordination of the Injury Prevention Program and Kith and Kin Project activities working closely and cooperatively with the Program Coordinator, and community partners.
3. Assist with data collection and preparation of all necessary program reports.
4. Provide Injury Prevention and Kith and Kin trainings as scheduled and assigned.
5. Provide ongoing technical support to Kith and Kin Project Facilitators.
6. Ensure continuity among assigned Kith and Kin Project groups/sites.
7. Assist with the maintenance of the database for the Injury Prevention Program and the Kith and Kin Project.
8. Assist with the maintenance of the Injury Prevention Program and the Kith and Kin Project inventory of supplies, materials, equipment, records and files.
9. Attend public relations events as requested by Coordinator.
10. Conduct outreach activities as requested. Identify and recruit potential early care providers who demonstrate an interest in the Program.
11. Assist with the translation of correspondence.
12. Make presentations to community groups to promote the Injury Prevention Program and the Kith and Kin Project and other agency programs.

13. Perform related responsibilities of agency and/or program trainings as assigned.
14. Complete computer and telephone work accurately and in a timely manner.
15. Attend all staff meetings.
16. Assume additional duties as assigned.
17. Support the agency by actively participating in ASCC and/or job related community committees, boards and other relevant activities, as approved by your Coordinator.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Child Development, Early Childhood Education, or related field (Eight years of related work experience may be substituted for educational background).
2. The ability to obtain the Child Passenger Safety (CPS) certification, CPR/FA trainer certification and any others as needed.
3. English/Spanish bilingual preferred.
4. Reliable transportation and the ability and willingness to travel to all IPP areas served.
5. Current/valid Arizona Driver's license.
6. Knowledge of child care field.
7. Excellent organizational skills.
8. An understanding of the needs of young children and families.
9. The ability to communicate effectively, verbally and in writing with community members in the areas served.
10. Experience with data entry, typing and computers.
11. A knowledge of community resources and map reading skills.
12. The ability to work independently and as a member of a team.
13. The ability to work cooperatively with other staff members and the community in a positive manner.

NOTE: The statements above are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SIGNED: _____ **DATE:** _____