

Healthy Families America Principal Trainer

Prevent Child Abuse America (PCA America) is a leading champion for all children in the United States. Founded in 1972, we are the nation's oldest and largest organization dedicated to the primary prevention of child abuse and neglect, working to actively prevent all forms of child abuse and neglect *before it happens*. Our success is founded on a nationwide network of state chapters and six hundred Healthy Families America (HFA) home visiting sites. We conduct, translate, and disseminate innovative research that our vast network then puts into action. And we raise public awareness and advocate for family-friendly policies at the national, state, and local levels to support transformative programs and promote the conditions and contexts that help children, families, and communities across the country thrive.

The HFA Principal Trainer is responsible for working with members of the HFA National Office and HFA Network to develop training, certify trainers, and support implementation of the HFA Model. HFA Principal Trainer generally carries a Training and Technical Assistance caseload. **Certification as an HFA Trainer is expected of the selected candidate.**

This is a full-time exempt position performed in a hybrid work environment with at least 2 days in the Chicago-based office. Interested applicants should send their resume and cover letter to hr@preventchildabuse.org.

Essential Duties and Responsibilities:

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

- Train and certify new trainers to deliver HFA Core training.
- Develop and implement quarterly trainer calls, in-person and virtual trainer re-certification events, and group and individualized support to certified trainers as needed, to increase trainer reliability across the network.
- Participate in CQI initiatives, including reviewing training evaluations/feedback and develop developing strategies for improvement.
- Create professional development opportunities for the HFA network based upon identified needs.
- Facilitate HFA Trainings, including Foundations for Family Support and HFA Supervisor Core: Relationships and Reflection Training.
- Provide technical assistance and subject matter expertise, when requested.
- Help ensure alignment of HFA training to the Infant Mental Health competencies identified by Alliance for Advancement of Infant Mental Health, and with awareness

of the competencies supported by the Institute for the Advancement of Family Support Professionals and the Irving Harris Institute

- Participate as an HFA Certified Peer Reviewer on a minimum of 2 site visits annually

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Required:

- Master's degree in Social Work, Human Services, or related field; or Bachelor's degree with at least four years of related experience; or less than a Bachelor's degree and with commensurate HFA experience.
- Certified as an HFA Trainer.
- Reflective practice experience.
- Experience providing training, technical assistance and support through a strength-based philosophy.
- National HFA Peer Reviewer or willing to train as one.
- Excellent project management, organizational, and training skills.
- Proficiency with Microsoft Office products, including Word, Excel, PowerPoint, Access and Publisher.
- Ability to conduct and facilitate meetings and work well with the public.
- Ability to work independently and in a telecommuting capacity.
- Understands ethical behavior and business practices and ensures that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- Demonstrates a willingness to be flexible, versatile, and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- Creative and innovative with the ability to develop new and unique ways to improve operations of the organization and to create new opportunities.
- Ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the department.
- Ability to assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to

prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Preferred:

- Infant Mental Health endorsement.
- Experience managing a Healthy Families program.
- Experience implementing the Healthy Families Best Practice Standards.

Core Competencies:

These competencies reflect organizational values and expected behaviors:

- **Communication:** Articulates goals, expectations and feedback in an actionable manner, both within a team and to senior leaders. Addresses conflict with professionalism and diplomacy.
- **Leadership:** Guides assigned projects and teams effectively; sets clear goals with ability to motivate and drive results. If managing direct reports, actively contributes to their growth and development. Satisfactorily manages team performance.
- **Relationship Building & Teamwork:** Actively works to build team cohesion, focusing on individual and group strengths and addressing issues when they arise. Encourages strong connections across departments and with key stakeholders.
- **Strategic Thinking:** Understands and contributes to team strategies by setting priorities, analyzing trends and aligning efforts with broader organizational objectives.
- **Quality of Work:** Monitors work product quality and timely deliverables. Oversees processes, providing constructive feedback and implementing improvements as needed.

Work Environment:

- Prevent Child Abuse America is headquartered in Chicago, IL and maintains a hybrid work environment. Required in-office days will be in alignment with the organization's established hybrid work schedule.
- This is a full-time (37.5 hours/week) exempt position with occasional evening and weekend work. Must be available to travel out of the state at least once quarterly.
- This position operates in a professional office environment with moderate noise and routinely uses standard office equipment such as computers, phones, photocopiers, and filing systems. Hybrid and remote employees must maintain a home office with internet and telephone.

- The position requires the capacity to spend significant amounts of time each day on a computer.

Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Compensation:

PCA America's compensation strategy is based on equity and transparency. When determining salary offers, the candidate's directly applicable experience will be taken into consideration as well as internal equity within the range. The starting pay range is between \$75,000 and \$85,000 annually.

Benefits offered include medical, dental, and vision benefits options, company-paid life insurance and short- and long-term disability, paid time off including a sick leave policy, paid holidays and paid parental leave. We also offer a wellness benefit reimbursement, retirement plan with a company match, and the option to contribute towards Flexible Savings, Dependent Care, Parking/Transit and/or Health Savings Accounts.

PCA America is deeply committed to creating a dynamic work environment that values integrity, belonging and respect. Our goal is to attract qualified candidates and encourage applications from all individuals without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Aligned with our commitment to a culture of integrity and respect, we provide additional opportunities through internal task forces, conferences, and staff retreats.