

<b>WORKING TITLE</b>	CA Title IV-E Education Program Child Welfare Instructor
<b>PAYROLL CLASSIFICATION</b>	Extended Education Specialist III
<b>DEPARTMENT</b>	CA Title IV-E Education Program/School of Social Work
<b>STATUS</b>	Full Time w/Benefits (Exempt)
<b>POSTING DATE</b>	March 14, 2025
<b>NUMBER OF POSITIONS</b>	TWO
<b>POSITION NUMBER</b>	2697

## OVERVIEW

The California Title IV-E Education Program is a federally funded program under Title IV-E of the Social Security Act. CA Title IV-E facilitates and supports statewide partnerships for the education and training of social workers. The CA Title IV-E Training Program provides professional education and support through the Title IV-E stipend program to graduate and undergraduate social work students. The CA Title IV-E Project Coordinator and the CA Title IV-E Child Welfare Instructor assists with the oversight and implementation of activities in the CA Title IV-E internship program with both non-public child welfare partnership agency and public child welfare agency settings. A primary purpose is to prepare MSW students for employment with a public child welfare agency within the state of California.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include, but are not limited to:

- Recruit, select and monitor practicum placements for CA Title IV-E students.
- Monitor job search efforts of CA Title IV-E students.
- Provide consultation to practicum instructors and preceptors around development, implementation and teaching strategies for practicum experiences.
- Maintain linkages between students, agency instructors and faculty to insure integration of classroom and practicum learning.
- Teach one required course (i.e. practicum education seminar, child welfare, etc.) per semester (i.e., fall, spring, summer) as mandated by CA Title IV-E contract.
- Participate in the identification, outreach efforts, evaluation and development of community practicum placement sites for CA Title IV-E students.
- Assist with the development and provision of training seminars for CA Title IV-E practicum instructors and students; teach practicum instructor orientation, training courses and provide in-county agency coaching and mentoring groups for practicum instructors.
- Assist with the development of content to implement CA Title IV-E Child Welfare Competencies in academic courses and practicum experiences.
- Participate in practicum sequence and School of Social Work standing committees.
- Other duties as assigned. This job description is not designed to contain or be interpreted as a comprehensive

inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

## EDUCATION, SKILLS AND ABILITIES

- MSW degree from a Council on Social Work Education (CSWE-accredited Social Work program required;
- Functional Knowledge of child/family issues and Child Welfare programs;
- Three years of experience as a practicum instructor or practicum coordinator;
- Two years of teaching experience at the university level or comparable agency/organization training experience is required;
- Four years of post-MSW practice experience in progressively responsible administrative position required;
- Demonstrated competence in collaborative work with diverse student populations and cross-cultural practice community;
- Knowledge of local social services agencies preferred.

Must be able to accept constructive criticism, prioritize workload, be dependable, behave professionally and interact positively with others. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

## POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

## GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

**COMPENSATION RANGE:** \$ 3,979.00 (24 pay per year) (Exempt)

**FILING DEADLINE:** Open Until Filled

**NOTE:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2) weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

## APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary

information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

## NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.