

Minnesota Department of Human Services

Instructional Design Trainer - Income Maintenance Program Advisor

St. Paul

Closing Date: 04/24/2017

Division/Unit: Central Office / Children and Family Services

Salary Range: \$21.98 - \$32.24 /hourly; \$45,894 - \$67,317 /annually

Job Summary

This position is responsible for designing, developing and delivering training to county eligibility and child care staff. The training covers all cash, Supplemental Nutrition Assistance Program (SNAP) and child care assistance policy as well as the MAXIS and MEC2 eligibility systems and is delivered in the classroom and on-line.

Principal Responsibilities include:

- Design and develop integrated MAXIS, MEC², and policy training curriculum for all cash assistance, child care assistance, and food support (SNAP) programs.
- Design curriculum and training presentation materials that can be adapted to meet different learning styles.
- Develop liaison relationships with other DHS Divisions to identify opportunities for policy and system changes or clarifications to improve the eligibility determination process for eligibility and child care staff and ultimately the people needing assistance.
- Design, develop, and maintain technology driven instruction such as video, webinars, online learning, and other technologically feasible methods.
- Evaluate training activities to ensure that county and tribal training needs are met.
- Review Policy Interpretations and other policy-related changes.
- Keep current on proposed MAXIS and MEC² system changes through reviewing approved changes to system specifications and interacting with MAXIS and MEC² staff.
- Understand and keep current on program policy and procedures for cash assistance, child care assistance and food support (SNAP) programs.
- Participate in meetings, groups, training sessions, and conferences as required and share information learned with other section staff.
- Travel to regional training sites or county agencies as needed.

Minimum Qualifications:

Candidates must have at least 2 years of professional experience.

OR

A Bachelor's degree in education, instructional design or related field AND one year of professional experience.

Experience must demonstrate:

- Experience developing training curricula and multi-media with knowledge of adult learning theory and instructional design.
- Technical writing experience sufficient to write clear and easy to understand instructional documents.
- Experience in analysis of training content to determine the most appropriate method of delivery for particular material.
- Experience with blended learning styles including classroom and eLearning (e.g. WebEx, video, Adobe Captivate, etc).
- Experience in coordinating and presenting information to large groups.

Preferred Qualifications:

- Experience as an eligibility worker in a county or tribal agency with at least two of the following programs: Cash Assistance, Supplemental Nutrition Assistance Program (SNAP) or Child Care Assistance Programs (CCAP).
- General knowledge of health care programs.
- Understanding of an automated eligibility system such as MAXIS and/or MEC2.
- Experience in developing web based training using Adobe Captivate software, WebEx, or other online software.
- Understanding of county agency operations and case management procedures.

Additional Requirements

This position requires successful completion of the following:

To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.

REFERENCE/BACKGROUND CHECKS - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our mission as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of state policies, programs and practices, so that we can support the success and growth of all people who call Minnesota home.

How to Apply

To view the complete vacancy announcement with application details, visit <http://www.mn.gov/careers> Job ID 12807.

If you are unable to apply online, please contact the job information line at 651.259.3637.

Contact

If you have questions about the position, contact Donna Biederman at donna.biederman@state.mn.us

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