

## Evaluation and Credentialing Specialist, 100% time position Two Open Positions

### POSITION OVERVIEW:

The Evaluation and Credentialing Specialist (Researcher 5, 9742R5) is a 100% FTE University employee positioned in the Center for Advanced Studies in Child Welfare (CASCW) at the School of Social Work. CASCW has joined the Minnesota Department of Human Services (DHS) in a joint project to co-create and operate the Minnesota Child Welfare Training Academy (MNCWTA). The Evaluation and Credentialing Specialist serves as a critical member of the integrated teams of DHS and the University. This position will conduct evaluation of all facets of the Academy, such as evaluation of curriculum delivery/activities, learner knowledge/skill acquisition, and trainers. This position also contributes expertise to the development, implementation, and evaluation of a statewide credentialing program. There will also be opportunities to publish research findings to advance generalizable knowledge within the field of child welfare.

This position reports to Jane Fields, Evaluation and Credentialing Supervisor, and will be located off campus at the Minnesota Child Welfare Training Academy, which is two miles north of the St. Paul Campus.

### REQUIRED QUALIFICATIONS:

- Advanced degree in social work, public health, evaluation, education, or related social science discipline with one or more years of research/evaluation training with related experience (e.g., experience in developing an evaluation design, conducting data collection and analysis, and reporting the findings)
- Demonstrated experience with coordinating activities and producing deliverables involving multiple large and small scale projects implemented simultaneously
- Strong professional writing skills as evidenced in technical reports, journal articles, or other print or electronic products
- Demonstrated skill in qualitative and quantitative analysis
- Demonstrated ability to translate findings into reports and presentations accessible by frontline practitioners and educators
- Knowledge of database management (entry, queries, etc.)
- Demonstrated organizational skills, including managing project deadlines, analyzing data and reports to check for errors and inaccuracies
- Established commitment to diversity and cross-cultural evaluation and communication

## **PREFERRED QUALIFICATIONS:**

- Three or more years of research/evaluation education with related experience
- Experience using methodologies specific to training evaluation measures in an educational, higher education, or social service agency
- Experience working with professional credentialing program(s)
- Advanced knowledge of and experience working with statistical computing (e.g., SPSS or R) and data visualization software (e.g., Tableau)
- Child welfare related experience, including an understanding of state/tribal social services
- Ability to build others' capacity related to best practices in research/evaluation design, data analysis, and interpretation and to facilitate data-based decision making
- Ability to work independently, as well as serve on a team, to make decisions to keep processes moving forward

## **JOB RESPONSIBILITIES:**

### **1) Conduct Academy Evaluation (Design, Implementation, and Reporting) and Credentialing (75%)**

- a. Design and conduct evaluation relating to all aspects of the Academy: curriculum delivery/activities, learner knowledge/skill acquisition, trainers, the credentialing system, and the Academy
- b. Develop qualitative and quantitative data collection instruments including interview protocols, focus group protocols, surveys, rating scales, observations, and knowledge assessments to answer the relevant research/evaluation questions
- c. Conduct qualitative and quantitative analyses of data collected for research/evaluation projects
- d. Interpret results and prepare written and oral reports, publications, and presentations of research and evaluation results to the Academy team, investigation partners, community stakeholders, state agency personnel, and/or the academic community (e.g., conference presentations, community presentations, etc.) as appropriate
- e. Contribute to the design(s) and maintenance of a credentialing system and gather ongoing feedback about the design(s), implementation, and management of the credentialing system
- f. Contribute to developing high quality research-related deliverables including but not limited to research briefs, how-to guides on understanding scholarly research, on topics including but not limited to the child welfare workforce, professional well-being, child welfare training and professional development



## 2) Database Management (20%)

- a. Oversee and lead the development and maintenance of relevant databases
- b. Maintain accurate and complete records/data
- c. Maintain data security and confidentiality

## 3) Administration and Supervision (5%)

- a. Act as project lead for multiple projects within the Academy
- b. Serve as point person for communication with Evaluation and Credentialing Supervisor when project lead
- c. As project lead, oversee and coordinate project staff and graduate students in the completion of projects
- d. Ensure the implementation of evaluation plans by following timelines and producing products and deliverables as agreed upon
- e. Maintain a safe, positive, productive, and collegial work environment respectful of culture and differences
- f. Participate in administrative activities and relevant meetings, as a part of the team within the Evaluation and Credentialing Unit, the Academy, or elsewhere as needed

### HOW TO APPLY:

Applications must be submitted online.

To access the job posting, visit <https://humanresources.umn.edu/content/find-job> and follow the 'Apply Now!' instructions. Once you are logged into the employment site, please enter the **job ID, 342303**, in the keywords box under Basic Search.

You will be given the opportunity to complete the online application for the position and attach a cover letter and resume.

\*To request an accommodation during the application process, please e-mail [employ@umn.edu](mailto:employ@umn.edu) or call (612) 624-UOHR (8647).

### ABOUT THE MINNESOTA CHILD WELFARE TRAINING ACADEMY (MNCWTA):

The MNCWTA is a partnership between the University's CASCW (see below) and the MN Department of Human Services. The newly formed MNCWTA is responsible for the training and professional development of Minnesota's county and tribal child welfare frontline staff and supervisors. This dynamic team is in the process of redeveloping its curriculum, training modalities, evaluation processes, etc. The MNCWTA is located in a newly renovated building off campus, in Roseville, MN, which is just minutes from the St. Paul campus.



### **Center for Advanced Studies in Child Welfare**

The Center for Advanced Studies in Child Welfare (CASCW or the Center) was established in 1992 with federal Title IV-E funding and a grant from the Bush Foundation. The Center brings the University of Minnesota together with county, tribal, state, and community social services in a partnership dedicated to improving the lives of children and families involved with public child welfare. Substantial funding for the Center continues to come from federal Title IV-E funds and support from the University of Minnesota, the College of Education and Human Development, and the School of Social Work. CASCW fulfills its mission by focusing its efforts around three primary areas: Professional Education, Outreach, and Research & Evaluation.

*Mission:* To improve the well-being of children and families who are involved in the child welfare system by: educating human service professionals, fostering collaboration across systems and disciplines, informing policy makers and the public, and expanding the child welfare knowledge base.

*Guiding Values:* All children deserve competent and effective child welfare services to promote safety, well-being, and permanency. Effective child welfare workers require continual professional development that is financially, geographically and culturally accessible. Effective child welfare training, education, policy, and evaluation is multidisciplinary, multicultural, and collaborative in nature. Child welfare evaluation informs policy and practice resulting in better outcomes for children and families. Policy makers and the public make effective decisions when provided with current, relevant, and accurate child welfare information.

### **School of Social Work**

Founded in 1917, the School of Social Work (SSW or the School) at the University of Minnesota–Twin Cities is the oldest social work program in a public land-grant university. SSW is a unit within the College of Education and Human Development, one of the leading colleges of education and human development in the country with programs and research in areas such as educational psychology, child development, organizational leadership, family social science, and disabilities. The School offers a number of educational programs at the graduate and undergraduate levels. Graduate degree programs include a PhD in social work, a Master of Social Work, and a Master of Education in Youth Development Leadership. At the undergraduate level, the School offers a Bachelor of Science in Youth Studies, and minors in Family Violence Prevention, Youth Studies, and Social Justice. For more information please visit:

<http://www.socialwork.umn.edu>



## **College of Education and Human Development**

The College of Education and Human Development (CEHD) is a world leader in discovering, creating, sharing, and applying principles and practices of multiculturalism and multidisciplinary scholarship to advance teaching and learning and to enhance the psychological, physical, and social development of children, youth, and adults across the lifespan in families, organizations, and communities. CEHD is the third largest college at the University of Minnesota, houses seven departments with 10 undergraduate majors, over 30 graduate degree programs, and 25 centers and institutes. We are committed to diversity in our students, faculty, and staff; 38.4% of our new first year students are students of color and more than 265 of our international students represent over 51 different countries. For further information:

<http://www.cehd.umn.edu/about/default.html>.

CEHD and the University of Minnesota provide equal access to and opportunity in their programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression.

### **DIVERSITY:**

The University recognizes and values the importance of diversity and inclusion in enriching the employment experience of its employees and in supporting the academic mission. The University is committed to attracting and retaining employees with varying identities and backgrounds. The University of Minnesota provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability, public assistance status, veteran status, sexual orientation, gender identity, or gender expression. To learn more about diversity at the U:

<http://diversity.umn.edu>.

### **BACKGROUND CHECK INFORMATION:**

Any offer of employment is contingent upon the successful completion of a background check. Our presumption is that prospective employees are eligible to work here. Criminal convictions do not automatically disqualify finalists from employment.

### **ABOUT THE U OF M:**

The University of Minnesota--Twin Cities (UMTC) is among the largest public research universities in the country, offering undergraduate, graduate, and professional students a multitude of opportunities for study and research. Located at the heart of one of the nation's most vibrant, diverse metropolitan communities, students on the campuses in Minneapolis and St. Paul benefit from extensive partnerships with world-renowned health centers, international corporations, government agencies, and arts, nonprofit, and public service organizations.