



## **Simulation Program Specialist, 100% position**

### **POSITION OVERVIEW:**

The Simulation Program Specialist (Education Program Specialist 2, 9745S2) is a 100% FTE University of Minnesota 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), under the umbrella of the Minnesota Child Welfare Workforce Collaborative. The Simulation Program Specialist serves as a critical member of the integrated teams of DHS and the University. This position is responsible for the development, implementation and maintenance of Simulations for the Training Academy. The Simulation Program Specialist will provide support in the establishment and ongoing operations of the new Minnesota Child Welfare Training Academy.

This position will report to the Curriculum 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 a relevant field (education, theater/performance, communication, social service), with at least 4 years of experience, or a BA/BS with at least 6 years of relevant experience in simulation work with standardized clients or simulated/standardized patients (SPs)
- Demonstrated experience with simulation education design and implementation for adult learners
- Established commitment to diversity and cross-cultural communication
- Demonstrated relational skills, involving collaboration, teamwork, and consultation
- Consistent communication skills, both written and verbal
- Technical writing skill, including experience in Microsoft Suite and Google

### **PREFERRED QUALIFICATIONS:**

- Experience managing projects or equivalent role in a social service simulation program
- Experience in face-to-face teaching or training
- Experience with research and publication related to simulation methodology

- Experience in recruitment and preparation of participants in the Standardized Client Program
- Child welfare or social service experience
- Understanding of state/tribal social services

## **JOB RESPONSIBILITIES:**

### **1. Program Management (35%)**

- a. Advise Academy staff and external stakeholders on best practices for human simulation curriculum development and implementation
- b. Lead and develop human simulation case materials with content experts
- c. Collaborate with M Simulation-the department that provides simulation training to programs, colleges, and campuses across the University of Minnesota-to support the recruitment efforts (e.g. standardized/simulated clients) ensuring a diverse pool in terms of race, ethnicity, age, sexual orientation and identity, and all other relevant demographics needed to represent diverse populations
- d. Partner with the Educational Technology Innovations staff to support integration of digital technologies in simulations
- e. Partner with Academy Evaluation and Credentialing staff to Develop benchmarks to assess learner competency for human simulation events
- f. Synthesize recruitment files to streamline database containing demographic information to facilitate future recruitment and casting of human simulation events

### **2. Training Development and Implementation (40%)**

- a. Manage large- and small-scale human simulation events from conception through completion
- b. Identify-with other team members- training requirements that fulfill educational objectives, learning competencies and program requirements
- c. Support the Curriculum and Training teams within the Academy in the integration of simulation into courses.
- d. Train standardized clients, educators, and other simulation participants in collaboration with M Simulation faculty and staff members
- e. Lead development and synthesize human simulation resources to support learners, Academy staff, standardized clients and all stakeholders
- f. Manage all Academy large- and small-scale human simulation events occurring onsite and virtually annually
- g. Utilize simulation spaces for formal and informal practice situations
- h. Work with e-learning designers to platform curriculum for virtual simulation, when appropriate.
- i. Collaborate effectively with subject matter experts in simulation design and development

### **3. Quality Assurance and Quality Improvement (20%)**

- a. Observe standardized clients training team to program standardized clients with feedback on performance and provide timely, effective feedback to support performance goals; this includes providing guidance to standardized clients on how to most effectively provide constructive feedback
- b. Use an evidence-based approach to drive quality in human simulation programming
- c. Collaborate with the Evaluation and Credentialing Unit on development and maintenance of Simulations as part of credentialing processes throughout Minnesota and to develop evaluation measures for Academy simulations experiences.

### **4. Other Duties as Assigned (5%)**

- a. Participate in bi-weekly supervision.
- b. Participate in Academy meetings, including full staff meetings and Curriculum Workgroup meetings (as scheduled).
- c. Participate in other meetings and/or activities as assigned.

## **ABOUT THE DEPARTMENT:**

### **Minnesota Child Welfare Training Academy**

The MNCWTA is a partnership between the University's CASCW (see below) and the MN Dept. 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 occupies a newly renovated building off campus, in Roseville, MN. Just minutes from the St. Paul campus.

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

The Center for Advanced Studies in Child Welfare (CASCW) 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 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 ten 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 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.

**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, 341811**, 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).*

**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.