

Curriculum Development/Task force Consultant – Fostering Hope Guatemala INDEPENDENT CONTRACTOR DESCRIPTION

TITLE: Curriculum Development/Task force Consultant –
“Fostering Hope Guatemala”

REPORTS TO: Senior Director for International Operations

BASIC FUNCTION: Responsible for directing Curriculum Development in order to accomplish the mission, objectives, and goals of the USAID RFA SPANS/GSM RFA #9 FHG.

Buckner International seeks to contract with an individual to direct Curriculum Development for the Buckner/USAID ***Fostering Hope Guatemala*** grant program. Funded by the U.S. government, ***Fostering Hope Guatemala*** is a new initiative that seeks to create an inter-disciplinary child permanency curriculum for social workers, psychologists, attorneys and judges at the tertiary and professional levels of service within the Guatemalan government.

The Curriculum Development Director and Task force will assist Buckner in accomplishing an essential objective required by USAID: *“Government personnel responsible for child placement and care and authorities involved in policy-making, judicial decisions, oversight, and management regarding child placement have increased knowledge and capacity to develop, oversee, and implement family based-care for children.”* Specifically, the task force will create a social work curriculum framework, research currently available social welfare resources, and begin to develop a curriculum for Guatemalan students and professionals. The majority of the aforementioned activities will take place in Year Two of the three-year USAID grant. Buckner International expects the curriculum to be complete after the life of the grant. In Year Two, the Task force will also present the curriculum framework at a ***Fostering Hope Guatemala*** Symposium.

RESPONSIBILITIES/TASKS:

NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.

1. Assess the current curriculum in Guatemala and identify gaps and needs in universities and continuing education in order to best prepare professionals for child placing activities and to instill the philosophy of family based care for children
2. Complete interviews and “knowledge mapping” of current social work practices in Guatemala
3. Identify existing curriculum focused on permanency for children and families.
4. Identify key leaders and partners in Guatemala who will work on the task force to develop/adapt the curriculum and assure its acceptance as best practice
5. Develop and lead a task force of child welfare experts from Guatemala and the United States (as well as key Guatemalan leaders) to develop and customize a social work curriculum for Guatemala
6. Initiate first meetings of Curriculum Development (CD) Task Force
7. Create and manage timeline and work plan for CD Task Force

8. Plan and conduct meetings with CD Task Force at regular intervals; ensure adequate progress on Task Force goals
9. Identify and engage education partners in Guatemala to adopt curriculum for course studies
10. Partner with *Fostering Hope Guatemala* program manager to propose curriculum to Guatemala government, including the Ministry of Education; Support ongoing use of curriculum by Guatemala universities during the post-grant period
11. Present curriculum to in-country staff, child welfare experts and government officials during the 2015 *Fostering Hope Guatemala Symposium*
12. Credentialing of new training material for continuing education options for social work professionals, post-grant
13. Work successfully as a part of a team and responsible for developing then maintaining strong working relationships with co-workers and others
14. Perform general office tasks as required
15. Perform special assignments, projects, and other duties as required

POSITION EXPERIENCE & ABILITIES:

NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the functions of the job.

1. Masters degree in related field
2. At least 3 years experience working in academia
3. Experience developing or adapting curriculum for the purpose of teaching best practices of family-based care
4. Familiarity with Guatemalan culture and practices as well as the challenges within the child welfare system
5. Excellent written and verbal communication skills and interpersonal skills. Sensitivity to work with multiple cultures and languages and ability to work collaboratively as part of a team
6. Proficiency in the use of Microsoft Office applications
7. Travel domestically and internationally as needed
8. Must have a valid passport
9. Experience providing training to NGO staff
10. Experience working with USAID programs preferred
11. Requires ability to relate positively, influentially, and sensitively to a broad spectrum of persons in a variety of multi-tiered relationships and settings to include but not limited to various organizations, churches of all sizes, governmental organizations, and cultural identities
12. Requires proficient ability to plan, administer, and report budgets
13. Proficient working knowledge of budgetary management and development of policies and procedures required
14. Requires ability to provide strategic and logistical planning and facilitate meetings, conferences, workshops, and retreats as required
15. Requires ability to effectively manage personnel; requires administrative skills to include but not limited to staff selection, development, motivation, scheduling, and evaluation

- 16.Requires ability to travel to various domestic and international locations with some overnight stays; Requires appropriate documentation and/or the ability to obtain the appropriate documentation to travel internationally to the United States and other countries as directed
- 17.Requires ability to work nights and weekends as needed
- 18.Requires ability to drive assigned vehicle(s) or personal vehicle, with appropriate license and insurance, following all laws applicable; must provide proof of any and all required insurance
- 19.Requires ability to maintain confidentiality
- 20.Requires proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information
- 21.Proficient working knowledge and ability to accurately and timely operate and perform computer related tasks with specific equipment and software applications required; Requires proficient working knowledge and ability to use Microsoft Word and Excel to create detailed documents and reports
- 22.Requires commitment to Christ-like principles and teachings both professionally and personally
- 23.Requires ability to lead others, foster teamwork, relate well to others and meet people with ease
- 24.Requires ability to be persistent, positive, and demonstrate enthusiasm. Must be hard working and dedicated to the mission, goals, and objectives of the organization
- 25.Requires ability to work under minimal supervision; must be self-motivated and able to motivate others; requires ability to exercise excellent professional judgment

POSITION CRITICAL SKILLS:

1. Planning and Organizing. Establish a course of action for oneself and/or others to accomplish specific goals. Plan proper assignments for personnel and appropriately allocate resources.
2. Leadership. Create and communicate a clear vision/ goal, gain alignment with appropriate stakeholders, and foster a supportive climate that will achieve the desired results.
3. Project/Program Management: Effectively direct and integrate all aspects of a project or program, ensure that work progresses toward achieving goals and objectives.
4. Self management. Demonstrate self-control and an ability to manage time and priorities. Make sound decisions even under pressure.
5. Communication. Clearly express ideas, either verbally or in writing, to include but not limited to grammar, organization, and structure.
6. Research. Effectively identify, collect, organize, and document data and information in ways that make the information most useful for subsequent assessment, analysis, and investigation.
7. Willingness to Learn. Assimilate and apply new job-related information promptly.
8. Creative & Innovative Thinking. Develop innovative ideas that provide solutions to all types of workplace challenges. Involves adapting traditional or devising new approaches, concepts, methods, models, designs, processes, technologies, and/or systems. Includes a willingness to take fresh perspectives and risks in his/her thinking and seeking out fresh ideas from a wide variety of sources.

9. Ethics & Integrity. Consistently earn the trust, respect, and confidence of coworkers and customers through consistent honesty, forthrightness and professionalism in all interactions. Includes meeting commitments and promises.

POSITION CRITICAL BEHAVIORS:

1. Team Player. Work effectively with others in the organization and outside the formal lines of authority (i.e., peers, other units, senior management, and the like) to accomplish organizational goals and to identify and resolve problems. Includes considering the impact of your decisions on others.
2. Critical Thinking. The ability to actively and skillfully conceptualize, apply, analyze, synthesize, and/or evaluate information as a guide to belief and action.
3. Bias for Action. The propensity to act or decide without customary analysis or sufficient information to achieve critical goals or objectives. Includes responsible risk-taking.
4. Self-Starter. Demonstrate initiative to take action to achieve goals beyond what is necessarily called for. Includes the ability to work in a less structured environment.
5. Customer Service Orientation. Make efforts to listen to and understand the customer (both internal and external), anticipate customer needs and give high priority to customer satisfaction.
6. Self-Confidence. Demonstrate initiative, confidence in oneself, resiliency and a willingness to take responsibility for personal actions. Have the courage to voice views that are unpopular.
7. Thoroughness. The ability to balance an attention to detail with the cost and benefit of doing so.
8. Adaptability. Maintain effectiveness in varying environments, tasks and responsibilities, or with various types of people. Stay agile in the face of change.

A job description is not meant to inhibit contractor creativity or innovation. The description will be revised as job responsibilities change materially.

I acknowledge receipt of this job description.

I acknowledge that I have read this job description and any questions or concerns have been asked and answered to my satisfaction. I acknowledge that I thoroughly understand the requirements of this job and agree to perform the responsibilities and tasks to the best of my ability for the duration of my contract.

Independent Contractor Signature

Date