

CURRICULUM DEVELOPER Job Posting

SUMMARY OF POSITION

PHI's Curriculum Developer designs and develops adult learner-centered curricula that improve recruitment, training, job quality, and advancement opportunities for direct care workers and quality of care for the people they support. The curriculum developer will create new specialty products as well as enhance existing specialty topics for direct care workers that will incorporate person-centered narratives in scenario-based learning. This position will play a key role in piloting and refining PHI's new curriculum development framework that is based on the ADDIE model and PHI's Adult Learner-Centered Training Guide.

POSITION RESPONSIBILITIES

- Consult with external and internal subject matter experts to develop core curriculum content for clients across the full spectrum of long term care services.
- Design and conduct focus groups with potential learners and educators at client organizations to inform the curriculum design.
- Conduct research reviews on curriculum topics and instructional strategies that best meet course objectives and audience needs.
- Identify training needs, expected performance improvements, and assessment options to ensure learning and adoption of new skills.
- Develop learning objectives and course sequences based on audience, needs, and content analyses.
- Design instructional strategies that are targeted to audience needs and informed by both adult learner-centered training principles and research reviews.
- Inform evaluation strategies that ensure reasonable assessment of learning outcomes.
- Collaborate with internal and/or external presentation designers and multimedia developers to ensure timely and effective development of final curriculum work products.
- Develop educator guides that are targeted to educator profiles and ensure fidelity in instruction.

- Design and teach educator orientations during curriculum piloting.
- Facilitate feedback sessions with educators and participants
- Ensure data collection for assessments that are part of the evaluation strategy, and summarize and analyze evaluation data.
- Write final reports on curriculum evaluations and present findings to stakeholders.

QUALIFICATIONS

- Flexible and adaptable style; a team member who is responsive to new information and adjusts plans and deliverables as needed.
- A minimum of 5 years' experience in learner-centered training, preferably for adult learners.
- A minimum of 2 years' experience in curriculum development, preferably for adult learners.
- Familiarity with assessment-driven instruction or differentiated instruction.
- Excellent verbal and written communication skills.
- Ability to coach educators on learner-centered practices and assessment.
- Ability to work independently and collaboratively with teams.
- Ability to manage tasks across multiple curriculum projects, with strong organizational skills.
- Minimum of a bachelor's degree in a related field, advanced degree or coursework preferred.

Preference will be given to candidates with professional experience in the fields of health care, aging, disability services, workforce development, and/or social justice.

REPORTING RELATIONSHIP

The position reports to PHI's Director of Workforce Training Solutions.

INTRODUCTION TO PHI

PHI (Paraprofessional Healthcare Institute) is a 501(c)(3) nonprofit organization working to ensure quality care for older adults and people living with disabilities by creating quality jobs for direct care workers — the home health aides, certified nursing assistants, and personal care aides providing care for millions across the U.S. We believe that caregiving relationships work best when direct care staff receive high-quality training, living wages, and respect for the central role they play in the health care system and in the lives of clients and families. PHI draws on 25 years of experience working side-by-side with direct care workers and recipients in order to offer employers, policymakers, and other key stakeholders the tools needed to ensure quality care and quality jobs.

Located at 400 E. Fordham Road in the Bronx, PHI's headquarters offer panoramic city views in the heart of a community we serve. We are 20 minutes from Grand Central Terminal on the Metro North Railroad and accessible via subway (B/D/4 lines) and bus. On-site parking is available. PHI is committed to a workplace culture of collaboration and respect.

TO APPLY

To apply, email a cover letter with your résumé to info@phinational.org. Please indicate "Curriculum Developer" in the subject line.

Application deadline: May 19, 2019.

The position is full-time, with competitive salary and benefits, based out of our New York City headquarters.

PHI is committed to ensuring a diverse staff. We do not discriminate on the basis of gender, race, religion, creed, ethnicity, class, age, sexual orientation, or disability.

www.phinational.org