

IMPLEMENTATION AND TRAINING MANAGER



The Implementation and Training Manager is responsible for working on a new state contract to establish a Project Management Office (PMO) for the implementation of the new statewide automated Comprehensive Child Welfare Information System (CCWIS) to replace Indiana's existing Statewide Automated Child Welfare Information System (SACWIS). The project will involve leading and managing CCWIS Design, Development, and Implementation (DDI) project sprints from a PMO perspective and engaging with State resources in DDI and PMO related tasks.

The Implementation and Training Manager will be responsible for helping validate the new system for quality assurance and engage key stakeholders. The Implementation and Training Manager will work in collaboration with project leadership and other related contractors.

The contracted project is with the Indiana Department of Child Services. Transform Consulting Group is a subcontractor on this project. Initially the position will work remotely but will transition to work on-site at the client's office in Indianapolis, Indiana. Must be able to start work immediately.

Essential Functions

- Support alignment with DDI and ODS vendor in preparing internal and external stakeholders for the CCWIS application
- Validate and provide Quality Assurance (QA) in the aspects of stakeholder engagement and outreach
- Validate and mitigate risks associated with the engagement and training of resources, the rollout approach, the Maintenance and Operation plan, and Disaster Recovery planning.
- Work with team to help validate that organizational change management items are captured within each business requirement
- Facilitate any changes to business policies or processes that need to transform
- Work with the ODS vendor to identify any training and validate that the organizational change structures are complete
- Work with the project management team and other vendors for the successful implementation of the project
- Other duties as assigned

Education and Experience

- Master's Degree in Public Administration, Public Policy, Social Work, or related field.
- 15+ years of experience in child welfare, change management, and system execution

Knowledge, Skills and Ability

- Understands, amplifies and expands the fair treatment, access, opportunity, and advancement for all people
- Experience implementing large-scale system changes
- Able to foster strong collaborative relationships working in a highly matrixed environment
- Takes the initiative to not only identify a problem but work to solve it
- Strong team orientation and ability to work effectively in collaboration with diverse groups of people

- Possess end-to-end project management skills moving concepts through design, development, implementation and continual improvement
- Ability to communicate effectively, verbally and in writing
- Demonstrated computer literacy skills, using MS Office applications, Google apps and other basic data systems including internet navigation
- Must be willing to learn quickly and respond to changing environment
- Able to multi-task, prioritize and manage multiple projects in a fast paced, customer-oriented environment while being detailed and highly organized
- Must be excited about the causes, clients and industries we serve

Salary/Benefits

Salary to commensurate with experience including a competitive benefits package with health, dental, vision, life and 401k plan.

To Apply

Interested applicants should submit cover letter, resume, and salary history to a.lopez@transformconsultinggroup.com. Questions or inquiries may be submitted to this email address as well.

We are an equal opportunity employer committed to creating a diverse and healthy workplace.