

JOB DESCRIPTION
FOR
TRAINING COORDINATOR

REPORTS TO: Director of Quality Improvement

GENERAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Bachelor's degree and at least six months of experience in the field of services to individuals with developmental disabilities is preferred. Will consider five (5) years of experience in a related area instead of a Bachelor's degree.
- At least six months of experience in staff training or adult education.
- Preference given to those with Training and Conflict certifications.
- Must have a basic knowledge of the principles behavior modification.
- Must have a working knowledge of disabilities.
- Ability to plan, organize and carry out instructions.
- Ability to read and understand documents.
- Ability to write routine reports and correspondence accurately and professionally.
- Must be or become certified to teach First Aid, CPR, and other required certifications.
- Must have valid Kansas driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

LEADERSHIP:

- Ability to coach and motivate staff to achieve the best of their ability.
- Ability to work independently.
- Good reasoning abilities. Sound judgment.
- Good communication skills.
- Develop and facilitate basic orientation training for all new staff and continuing education for direct care professionals.
- Assure all direct service professionals are current on required training. Report monthly to the Director of Quality Improvement and the Chief Operating Officer.

CUSTOMER SERVICES:

- Understand and demonstrate the organization's mission, philosophy and values by treating persons served and staff in a dignified and respectful manner and supporting choice and community participation.
- Develop and coordinate training as assigned.
- Ability to be the liaison between SLI and all staff on training issues.
- Assist staff with any training functions.

COMMUNICATION:

- Report necessary information to supervisor in timely manner. Use all forms of communication such as written, e-mail, and personal contact.
- Understand instruction from supervisor and carry out instruction with minimal supervision. Contact supervisor when clarification is needed.
- Communicate with staff and supervisor as needed to assure staff needs and wants related to training are addressed.
- Ability to provide training in an accurate, clear, and concise manner.
- Enter, Record, Track and Manage all data relative to employee training.

TEAMWORK AND COOPERATION:

- Work as a team to help staff achieve higher standard.
- Work in a professional manner and when conflict occurs, resolve disputes professionally. If this cannot occur, then supervisor will be notified.
- Function as a member of the team as assigned. Provide necessary related information to the team as requested.
- Perform other functions as assigned by supervisor.
- Provide training to or arrange for training for persons served, staff, and volunteers or student interns relevant to the position held and the needs of the individual. Provide direct service and program staff with training in the following: orientation to the organization, blood borne pathogens, philosophy, values and visions, assessment and program planning, communication, sign language, active listening, teaching skills, positive behavior change, legal aspects of disabilities, managing aggressive and self-abusive behavior, KDOT, CPR, First Aid, health and safety of persons served and individuals providing services, menu planning, meal preparation, cleaning and maintenance of a household and equipment maintenance and knowledge of adaptive equipment, human sexuality, documentation of services, management skills (e.g. time management, planning and scheduling, organizational skills, problem solving). This list is not entirely inclusive of training responsibilities.
- Provide monthly training report to Chief Operating Officer and Director of Quality Improvement and other reports as assigned.
- Annually monitor all requests from staff concerning training needs and make recommendations for training sessions to meet staff training needs.
- Manage staff training requests in terms of staying within budget, meeting training needs for position held, meeting training requirements and addressing individual needs.
- Assist staff in obtaining continuing education credits to meet professional or licensing requirements.
- Monitor staff training hours compared to regulatory agency requirements, accreditation requirements, and organization goals and prepare report for use by supervisors to assure staff has received the required training.

POLICY AND PROCEDURE:

- Report all event records in a timely manner to the supervisor. Follow stated policy and procedure.

- Provide services in accordance with SLI's policy and procedure and within standards for licensing and accreditation.
- Maintain confidentiality of persons served, staff, and organization.

PUBLIC RELATIONS:

- Staff is appropriately groomed; follow dress code.
- Represent the organization in a professional manner when in public and dealing with staff, persons served, parents, guardians, and other organizations.
- Follow SLI code of ethics.
- Handle administrative processing and paperwork related to certifications with the state or other training programs offered through/sponsored by SLI.
- Positive role model for staff and co-workers i.e. appropriate behavior in specific setting, hygiene, dress, etc. Treat others with courtesy and respect.

ATTENDANCE:

- Follow assigned work schedule and attend all required trainings and meetings, job duties will require flexible scheduling and include periodic evening and weekends.
- Notify supervisor of tardiness or absences as soon as possible prior to their shift, training, or meeting.
- Time off from set schedule must be submitted to supervisor in a timely manner. Illness or emergency leave will be submitted when staff returns to work.
- Complete leave requests according to policy and do not abuse leave policy.
- Use time at work in a productive manner.

EFFICIENCY AND ORGANIZATION:

- Monitor and evaluate effectiveness of training programs through feedback forms.
- Lead and conduct various training sessions including orientation programs for new employees.
- Plan and organize orientation/training activities including scheduling training session, ensuring necessary training materials are available for sessions, preparing lesson plans.
- Monitor trends in training industry and maintain library of available programs and program materials for possible use in staff training program development and coordination.
- Strong organizational skills for coordinating the multiple functions and planning of training.

ADAPTABILITY AND FLEXIBILITY:

- Handle stressful situations and changes with an even temperament and flexibility.
- Flexibility to learn a variety of job skills.
- Develop training programs in collaboration with management to meet both individual function and system wide training needs.
- Coordinate promotion and distribution of information regarding training programs to staff.
- Be available to provide training at program locations.

JOB SKILLS AND JUDGMENT:

- Apply sound judgment and make clear recommendations for solutions to problems.
- Develop training materials as needed.
- Maintain a monthly training calendar and disseminate information.
- Prepare reports as requested, including but not limited to monthly staff training summaries.
- Attend in-service training as requested and meet minimum training requirements for Training Coordinator.
- Complete and maintain the requirements for teaching any agency training as designated (i.e. CPR/First Aid).
- Supervise and certify measurable competencies of staff trained through the curriculum.

TRAININGS:

- Complete required orientation and training on a timely basis.

Training Coordinator	
physical demands: Required to stand, talk, walk, listen; reach with hands and arms. Required to sit, use hands to finger, handle or feel objects, tools or controls. Must lift and/or move up to 25 lbs. Successfully demonstrate ability to operate multiple types of vehicles	
work environment: Moderate noise level.	
full time or part time	full time
hourly or exempt salaried	Hourly
wage band	\$27,500-\$40,000
EEO-1 code	Professional
NAICS	623210
SIC	8399
SOC/OCC CODE	13-1151
Employee Signature / Date	
HR/ELT/Board Signature/Date	