



Job Posting- Post until 02/16/18  
TRAINING COORDINATOR

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## Overview

The Training Coordinator is responsible for leading our employee development initiatives, communicating with managers to identify training needs and mapping out development plans for teams and individuals. The Training Coordinator manages, designs, develops, coordinates and oversees the training programs at Search. An integral part of this position is to work collaboratively with departments to ensure meaningful and essential topics are identified and presented at professional development events. The Training Coordinator also conducts regular evaluations of the implementation of the Glidepath Curriculum. This position reports to the Human Resources and Staff Development Manager.

## Job Responsibilities:

- Support the Mission Statement and agency values of Search,
- Ensure effective delivery of Search's Glidepath curriculum throughout all sites, including training DSPs in curriculum presentation and delivery, evaluating DSP performance in those two areas, and providing feedback to Search's ALP Division Manager, site program managers and curriculum specialist positions,
- Coordinate and implement approved DHS DSP training program including Core training and on-the-job activities,
- Coordinate and implement approved DHS QIDP training program,
- Maintain and document the completed training for new employees and QIDP CEUs,
- Maintain an active employee development program that includes regular professional development trainings, manager's forums, outside seminars, conferences, refresher trainings, Lunch n Learns and ancillary internal training sessions based on the needs of the employees,
- Create and distribute monthly Core, quarterly Lunch-n-Learn and annual Manager's forum schedules,
- Become a certified CPR/FA instructor and maintain certification,
- Become a certified Safety Care instructor,
- Maintain accurate, complete, and confidential employee training records, including data input into Great Plains and/or web based programs,
- Demonstrate leadership abilities by working cooperatively and communicating effectively with Search colleagues, encouraging teamwork, respecting differing viewpoints, and demonstrating the ability to solve problems creatively from a agency-wide perspective,
- Present yourself in a professional manner as a representative of Search to employees, applicants, family members, guardians, community members, and

Anyone interested in applying for this position should email their resume and cover letter to Tami Homan at [thoman@search-inc.org](mailto:thoman@search-inc.org) no later than 02/16/18.

- representatives from affiliated agencies,
- Actively participate and contribute to assigned committees and task forces, including but not limited to the acting chairperson for Training Committee,
- Manage assigned work-load effectively by meeting established agency and DHS deadlines,
- Maintain compliance with personnel policies as stated in the Employee Handbook,
- Demonstrate an understanding of the Corporate Compliance policy including the employee work rules and state/federal regulations such as DHS Rules and state and federal labor and employment laws,
- Complete other duties and special projects as assigned.

**Minimum Requirements:**

- Bachelor degree in a human service field or related,
- Two years' experience with persons with developmental disabilities. Teaching, training experience preferred,
- Working knowledge of adult learning and teaching techniques. Strong written and verbal communication and presentation skills,
- Basic computer proficiencies including familiarity with Microsoft programs,
- Familiarity with applicable DHS rules and regulations and CQL standards,
- Ability to perform basic physical moves such as kneeling, reaching, crouching, bending, and twisting,
- Must be a current QIDP on the DHS registry,
- Must have a current CPR and First Aid certification,
- Must maintain valid driver's license and reliable transportation.

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