



Job Title: Training and Development Specialist
Reports to: Director of Human Resources

FLSA status: Exempt
Hours: 40 hours a week

Position Summary: The Training and Development Specialist will develop, schedule, deliver, track, and document all training for all employees, as well as assess the organization's developmental needs to enhance performance and engagement of Richcroft team members.

Essential Job Functions:

- Participate as a contributing partner in the organization's strategic planning process in evaluating training programs to support Richcroft's operational goals.
- Maintain employee training database with supporting documentation in personnel files in accordance with applicable federal, state, and local laws and regulations.
- Identify and evaluate alternatives and recommend strategies for training vendor selection or outsourcing.
- Evaluate the effectiveness of employee training programs and processes including the Direct Support career ladder initiatives.
- Development and delivery of both standard classroom and technology based training in compliance with all relevant federal and state regulations and based on needs assessment.
- Lead and deliver team member and leadership training and learning programs.
- Attend trainings, seminars, and conferences and other educational opportunities in order to remain current with new knowledge, skills and emerging trends in the field.
- Revise, edit, or recreate training materials to keep them relevant, up-to-date and in compliance with regulatory guidelines.
- Maintain certifications to teach where applicable including but not limited to Mandt, CPR, and First Aid.
- Coordinate, schedule, and document all training.
- Make assessments of the effectiveness of training programs, identifies gaps, and recommends solutions.
- Ensure all new employees complete the DDA mandated and Agency trainings in accordance with state regulation.
- Ensure that all new employees complete the 20 hour medication administration training class, that they are approved to administer medication, and that they are listed on the MBON website.
- Work closely with Program Managers and Residential Supervisors regarding the training status of their employees.
- Keep training materials in stock and well supplied.
- Perform other duties as assigned by supervisor.

Required Experience and Education:

- Associates degree in education, business, or related field, preferred.
- Minimum of 3 years of experience in facilitating training, teaching, or coaching programs.
- Presentation or public speaking experience.
- Mandt, CPR, and First Aid certification or ability to obtain within 30 days of start date; Mandt Trainer Certification, CPR/FA Trainer Certification, preferred.
- Access to reliable transportation; Valid Driver's License and a satisfactory driving record, with no more than 3 points.

Competencies Required:

- Demonstrated ability to conduct, develop, and administer a comprehensive training program that satisfies all applicable training regulations and meets the growing needs of Richcroft.
- In-depth working knowledge of databases and systems to include, iCM, HRIS systems, Microsoft Suite, Zoom, Open Future Learning, and Tracking & e-Trainings.
- Excellent verbal and written communication skills including presentation skills and strong interpersonal skills.
- Ability to network and interact, as well as support effective partnerships with key groups and individuals.
- Ability to select appropriate tools to meet learning goals. Creatively applies available technology in the design of instructional materials.

Working Conditions:

- Some evenings and weekends required.
- Some lifting up to 30 lbs.

NOTE: At the discretion of the Director of HR and CEO, additional related experience and/or education may be substituted in lieu of the requirements specified above under Education and Experience.