

Position Title:	Training Specialist	Department:	Disability Services
Reports to:	Training Coordinator	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Date:	October 2020	Supervises:	No <input checked="" type="checkbox"/>

At Volunteers of America Western Washington, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. We are dedicated to promoting an inclusive environment where all people feel accepted and valued.

WE OFFER:

COMPETITIVE SALARY
UP TO 200 PAID TIME OFF HOURS PER YEAR
MEDICAL & DENTAL
403(B) RETIREMENT
FLEX SPENDING ACCOUNT and more....

GENERAL FUNCTION:

This position is responsible for providing training workshops and developing training procedures, programs and curriculum.

PRINCIPAL ACTIVITIES:

- Provides training workshops at various locations for all direct care staff and others as needed
- Maintains a training manual to include all new policies and procedures as directed
- Develops training procedures to ensure all employees are trained as defined by DDA policies and state WAC
- Maintains all training records at specific sites including upload to electronic records
- Assists with creation and publishing of monthly training calendar
- Surveys employees for training needs, summarizes training evaluations and adjusts training sessions to meet the ongoing needs of employees
- Attends management and team meetings
- Assists with the regular creation of and publishing of staff lists which include due dates and training requirements including but not limited to Continuing Education, CPR/First Aid and Blood Borne Pathogens
- Creates and collaborates in the development of new training materials and curriculum
- Assists in the expansion, maintenance and administration of the DS Learning Management System (LMS) and other education technology
- Participates in auditing personnel and training records
- Attends management meetings and communicates relevant information, findings and updates
- Participates in Policy and Procedure Manual review and revision
- May be required to work occasionally on weekends and evenings
- Assists in all other operations required to maintain an effective Training Department

QUALIFICATIONS, CERTIFICATIONS & EXPERIENCE REQUIRED:

- Bachelor's Degree in Human Services, Adult Education, Social and Behavioral Science, or relevant field, and 3+ years of proven experience. Related experience can be substituted for educational requirements.
- Experience in assessment and/or competency testing preferred
- Previous teaching experience in adult education programs strongly preferred
- Knowledge of DDA/RCS policies and State WAC preferred
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations
- Excellent oral and written communication skills
- Ability to work independently as well as in a team
- Knowledgeable and skilled in all Office Suite applications
- Ability to learn and use technology applications as appropriate to a dynamic work environment
- Must have a valid driver's license and proof of insurance
- Must be able to pass required background check

If you wish to apply for this position, please email your cover letter and resume to:

recruiter@voaww.org.

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.