



# Training Specialist

**Job Code:** TRSPEC - 112  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$16.71 - \$27.34 Hourly  
\$1,336.80 - \$2,187.20 Biweekly  
\$34,763.00 - \$56,869.00 Annually

**FLSA:** Non-Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to train employees according to the Emergence Health Network Academy's workforce and leadership development programs. Supports the continual improvement of services for EHN with a strong emphasis on Intellectual/Developmental Disabilities and/or Mental Illness through coordination and implementation of the EHN University concept staff development/training program. Specific coursework or training is dependent upon the area assigned.

This class works under general supervision, independently developing work methods and sequences.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Train Staff face to face and develop essential skills for the job.
- Coordinate training with instructors, and for programs around the organization to make sure they are in compliance. Through meetings, and other forms of coordination.
- Coordinates and presents skill development courses for adult learners on DHS required topics in response to identified skills/informational gaps for continuous skill development and education building.
- Develops and maintains a course schedule to ensure compliance with DHS requirements for DSP, QIDP, and annual courses throughout the agency.
- Works with direct supervisors/managers to coordinate post classroom training activities (DHS On-The-Job Training).
- Coordinates internal and external course presenters.
- Develops and implements tools to measure feedback and effectiveness of training.
- Analyzes measurements for determining competencies and conducts reliability assessments.

- Provides feedback and manages effectiveness of internal and external presenters.
- Maintains accurate records of internal and external staff training, retaining original training documentation.
- Performs other duties as assigned.

### **Minimum Education and Experience Requirements**

Requires a Bachelor's Degree in Human Resources, Education, Health or Human Services, Social Services, Behavioral Health, Rehabilitation or related field supplemented by two (2) years of experience in human resources, training, education or closely related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- None

### **Special Certifications and Licenses**

- Requires Master Trainer Certification in appropriate area(s).
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.