



<https://riseliveservices.org/http://riseliveservices.org/contact/join-our-team/job-listings/training-specialist/>

Training Specialist

Hiring organization

RISE Life Services

Description

Reporting directly to the Director of Training and Professional Development, this Training Specialist is responsible for maintaining knowledge of field based mandatory trainings, assists in analyzing agency training needs and overall compliance, follows a developed curriculum, and assists in maintaining the database system for administrative employees, as well as OPWDD and OMH Programs.

Date posted

May 26, 2020

Responsibilities

- Assists with overall agency training initiative, presenting live trainings to all staff at our Main Office Training Department as well as on-site trainings in our residential settings while supporting all agency policies and procedures.
- Assists with New Hire Orientation Process to include scheduling and coordinating management and department presentations.
- Assists with ensuring accuracy and compliance within all Programs
- Assists Training Coordinator in consulting with Program Directors and Managers to assess training needs of all departments and develop programs to match these needs.
- Assists in other tasks or assignments as needed by the programs

Qualifications

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Seasoned presenter and facilitator in a corporate training setting or school/campus setting.
- Experience working in Human Services Industry or within the developmental, intellectual and mental health population is a plus.
- Computer savvy with the ability to navigate computer systems including Microsoft Word, Excel and PowerPoint and Outlook.
- Knowledge of OPWDD/OMH regulations and training requirements are a plus.
- Effective interpersonal skills, and exceptional written skills.

College degree and minimum of two (2) years' experience working in the human service field or related field.

Valid New York State Driver's License.

Job Benefits

Health/Dental/Vision Insurance

Vacation/Personal/Sick Paid Time Off

Education Tuition Assistance

401k

Flexible Spending Account (FSA)

Life Insurance

Verizon Discounts and More!