

Wernle Youth & Family Treatment Center

Job Description

Job Title: Training Manager
Department: Quality Assurance
Reports to: Director of Continuous Quality Improvement
Status: Full Time Exempt

Job Summary:

Responsible for improving the productivity of Wernle's employees. Responsible for the effective development, coordination and presentation of training and development programs for all employees. Assess property-wide developmental needs to drive training initiatives. Identify and arrange suitable training solutions for employees. Actively search, creatively design and implement effective methods to educate, enhance performance and recognize performance.

Essential Duties and Responsibilities:

- Conduct orientation sessions.
- Develop trainer development programs and coach others involved in training efforts, providing effective growth and development opportunities.
- Plan, organize, facilitate and order supplies for employee events.
- Develop and monitor spending against the departmental budget.
- Exemplify the desired culture and philosophies of the organization.
- Work effectively as a team member with other members of management and human resources.
- Follow up with employees on training skills by visiting the units, observing, coaching and implementing.
- Conduct refresher training for staff as needed.
- Track required training for all employees to ensure Wernle is Audit Ready.
- Consistently communicate with staff on needed training for the year
- Manage the training schedule by contacting all facilitators on schedule availability for training and communicating to Wernle, dates, times and topics.
- Distribute training schedule for the quarter to Wernle.
- Conduct orientation sessions and arrange on-the-job training for new hires.
- Evaluate the effectiveness of training programs, providing recommendations for improvement.
- Develop testing and evaluation procedures.
- Conduct or arrange for ongoing training classes for staff members.
- Confer with management and conduct surveys to identify training needs based on projected production processes, changes, and other factors.
- Develop and organize training manuals, multimedia visual aids, and other educational materials.
- Develop individual training plans for all management level employees.
- Develops and maintains organizational communications such as bulletin boards and newsletters to ensure employees have knowledge of training and development events and resources.
- Consult with Managers to determine training needs and schedule arrangements, training policies and procedures.

- Plans, organizes, facilitates and orders supplies for employee development and training events.
- Prepares training videotapes and/or films and maintains library of video and film training aids. Schedules training sessions within individual training programs ensuring facility setup, audiovisual setup and employee notification.
- Conduct continuous research studies on new course materials and training procedures to develop and improve existing training data and methods.
- Responsible for the department's record systems, files and training materials inventory; prepare periodic reports and summaries to keep Management apprised of training activities and results.

Supports:

- Monitors and evaluates each unit as necessary to maintain program structure and integrity.
- Attends and participates in clinical meetings as needed, including weekly supervision meetings.
- Other support functions as assigned or needed.

Other:

- Develops and maintains positive relationship with external customers, residents and employees
- Obtains thirty-two (32) hours of continuing education credits per year.
- Performs other duties as assigned.

Supervisory Responsibilities:

- None specific
- Training manager will have the latitude to train, coach and teach all Wernle employees

Education and Experience:

A bachelor's degree in education, business administration or liberal arts or at least five years of teaching equivalent. Proven ability to lead by example and foster mentoring relationships. Outstanding verbal, written, multi-tasking and presentation skills. Ability to create momentum and foster organizational change. Must have tertiary qualifications in human resources, training and development or business studies.

Certificates, Licenses, Registrations:

Possesses valid Driver's License, and be an eligible driver on Wernle's insurance plan.

Physical Requirements:

The physical requirements are not limited to, the ability to reach with hands and arms, talk, hear, stand, walk, run, sit, use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee is occasionally exposed to physical activities with the children that could result in physically escorting and/or restraining a child as well as physically intervening and/or removing a child to a secure setting. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental Requirements:

The mental requirements are the ability to concentrate, take initiative, cope with stress, adapt to and stay alert in a busy work environment. Other requirements include the ability to maintain personal and emotional boundaries with residents and staff and the ability to accept and manage change and ambiguity in a variety of situations.

Work Environment:

The work environment described here is representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees may be exposed to outside weather conditions, blood borne pathogens, and a constant or intermittent high noise level that could cause distraction or hearing loss. The noise level in the work environment is usually moderate to loud.

Employee Signature

Date