



Southern Tier Independence Center Job Description

Position: Training Specialist

Hours: Non-exempt, Full-time, 35 hours/week

Revised: September 2024

Qualifications:

1. Associates degree in Human Resources, Education, Organizational Development, or a related field and three years of experience conducting organizational training, or an equivalent combination of education and experience.
2. Certified Instructor for American Heart Association CPR/First Aid, and PROMOTE. (May be completed after being hired at STIC)
3. Ability to effectively interact and work with individuals from diverse backgrounds.
4. Ability to multi-task, plan and prioritize work tasks and work effectively in both a team and individual setting.
5. Excellent public speaking and presentation skills.
6. Excellent conflict resolution skills.
7. Excellent interpersonal and communication skills.
8. Excellent computer skills and knowledge of Microsoft Office applications.
9. Excellent attention to detail and organizational skills.
10. Strong commitment to the integration of people with disabilities into all aspects of community life

Responsibilities:

1. Develop and organize training materials, resources, and handouts for use during training sessions.
2. Develop and implement educational programs for consumers and/or their families, and/or community members to enhance their understanding and engagement with services.
3. Develop, update and recommend agency/program-specific policies and procedures to comply with laws, regulations, contractual requirements and state agency policies related to employee training.
4. Develop and maintain course content, instructional materials, and learning objectives tailored to STIC's culture, needs and regulatory requirements.
5. Monitor and keep apprised of laws, regulations, contractual requirements and state agency policies that affect employee training requirements and adjust programs accordingly.
6. Communicate with employees about upcoming training sessions.
7. Conduct various training and development sessions for employees, including but not limited to: American Heart Association CPR, and American Heart Association First Aid, PRAISE and SCIP/PROMOTE.
8. Ensure training materials and sessions are accessible and inclusive, catering to diverse learning needs and preferences. Use a variety of platforms, including in-person, virtual, and blended learning environments to engage employees and maximize learning outcomes.
9. Track and file required training documentation. Monitor staff attendance in required training sessions and follow up on incomplete sessions.
10. Manage the collection, organization, and accurate maintenance of staff records.
11. Regularly assess the effectiveness of training programs and report feedback to Training Director.
12. Create, provide and track first aid kits for Direct Support Professionals (DSP).
13. Act as a back-up for STIC's Training Director and other STIC trainers including, but not limited to: NEO, diagnosis specific trainings, training required by OPWDD, creating DSP and Self-Hired Staff (SHS) schedules, etc.
14. Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
15. Attend all mandatory agency trainings, meetings, and advocacy groups.
16. Submit required reports and statistical data as required, in a comprehensive and timely manner.
17. Other related duties as required and time permits.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; military status; pre-disposing genetic characteristics; familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class under local, state or federal laws.

Signature: _____ Date: _____