



JOB ANNOUNCEMENT

TITLE:	Training Coordinator
PROGRAM:	Human Resources
OPENING DATE:	August 10, 2017
CLOSING DATE:	When Filled
HOURS PER WEEK:	40
STATUS:	Full-time, Regular, Non-Exempt

SCHEDULE: Typical schedule will be day shift Monday – Friday. However, this schedule may be adjusted according to the needs of the agency.

WAGE/BENEFITS: \$17 per hour; Janus offers an excellent benefits program including medical, dental, life & long-term disability insurance; EAP; 401(k) and paid time off (varied eligibility waiting periods apply). Voluntary optional coverages are also available.

TO APPLY: Please submit a resume and cover letter to Mel Jett, Janus Youth Programs, Inc., 707 NE Couch, Portland, OR 97232, email her at mjett@janusyouth.org, or through [Paycom](#)

Due to the volume of applications received, only applicants who are interviewed will be contacted when the position is filled. If it happens that you are not invited to interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs!

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, www.janusyouth.org!

SUMMARY: The Training Coordinator is a support position responsible for training of the agency personnel. The Training Coordinator creates new training curriculums as needed. The Training Coordinator ensures that trainings are offered, evaluated and tracked in accordance with the Janus Training Policy, contract and legal requirements, as well as staff development needs. The Training Coordinator manages HRIS training module, which includes training information data entry, reports, and monitoring completion of training through the agency. The Training Coordinator also participates in and supports the Diversity Committee and the Training Committee.

EDUCATION/EXPERIENCE REQUIRED:

- Associate's degree or higher in human services, education or related field.
- Two years' experience creating, and facilitating trainings or educational opportunities.
- Experience working in a social service setting in direct care, case management or other related position.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Value working in a multicultural/diverse work environment.
- Demonstrate excellent organizational and time-management skills
- Be proficient with Word and Microsoft Office and be familiar with or capable of learning data entry systems and databases.
- Ability to work in both a self-directed manner and in a team setting.
- Ability to communicate effectively, both orally and in writing.
- Ability to present information effectively in front of small and large groups.
- Ability to role model professionalism, problem-solving skills and contribute to a positive work atmosphere.
- Manual/Physical dexterity and stamina allowing for performance of job duties and routine office functions such as copying, filing, computer use, phone use, faxing.
- This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

OTHER REQUIREMENTS:

- Personal transportation allowing travel within the greater Portland metropolitan area in a timely manner and in compliance with driving position requirements outlined in the Employee Guide. Must provide proof of a valid driver's license for state of residency and maintain personal auto liability coverage and have/maintain a driving record meeting corporate driving requirements. This position does not require or allow the transport of youth or clients.
- Flexible schedule to accommodate personnel and agency needs, ie, work weekends and/or evenings as needed.
- Ability and willingness to maintain client confidentiality and professional boundaries. This position does not involve providing direct services to clients but does involve visits and meetings at program sites where services are provided.

DUTIES AND RESPONSIBILITIES:

- Develop and maintain working knowledge of agency training needs and requirements, based on legal, contractual and staff development needs.
- Manage HRIS Training module.
 1. Complete training data entry into the HRIS system
 2. Run regular and on-demand reports.
 3. Conduct regular reviews of staff training to assist managers with monitoring required staff trainings.
 4. Assist managers in auditing of employee files, employee HRIS information, training programs and training records in preparation for licensing audits.
 5. Upload training schedules, attachments and other documentation into HRIS, as needed.
- Evaluate agency training needs.
 1. Identify current unmet and new training needs.
 2. Research and evaluate training modules, presenters and training opportunities relevant to the agency's needs and mission.
 3. Make training recommendations to the management team and individual program directors.
 4. Collect, record and analyze training evaluation forms to inform and improve future trainings and training policies.
 5. Make recommendations for revisions to the training policy to the management team.
 6. Create and implement measurement tools to identify staff knowledge of core values, skills and learning to increase training efficacy.
- Create and Facilitate trainings for agency staff.
 1. Create and facilitate trainings as needed.
 2. Facilitate "train the trainer" trainings for other employees as needed.
 3. Maintain an inventory and check-out system for all training materials and library resources.
 4. Assess need for training materials, support managers and HR with preparing and dissemination of the training materials.
 5. Become certified as a trainer for various trainings, such as but not limited to First Aid/CPR and CPI.
- Facilitate Training Committee meetings to plan and coordinate agency wide trainings and staff development.
- Provide support to and participate in the agency Diversity Committee.
 1. Facilitate, take and disseminate notes and prepare agendas and minutes.
 2. Actively contribute to the content of the diversity library.

- Schedule, and communicate trainings with agency staff in a timely and clear manner.
 1. Contribute to the agency newsletter.
 2. Monitor and distribute monthly training calendar, update online scheduling as needed, reserve space for trainings.
 3. Communicate scheduled trainings and /or meetings to staff via HRIS, email, agency newsletter, training calendar and/or memos.

- Provide back-up support to Human Resource Department.
 1. Cross-train for basic HR functions.
 2. Pass DHS training to be an Authorized Designee for the organization for the purpose of conducting criminal checks for new hires and employees.
 3. Share data entry, file set-up and filing responsibilities with Human Resource Coordinator, as needed.

- Perform other duties as needed.
 1. Participate in agency meetings as needed.
 2. Participate in agency committee work as needed.
 3. Perform other duties as needed.

WORKING CONDITIONS:

- Position involves working in a busy, in-door office environment.
- Considerable use of computer will be required.
- Position may involve exposure to communicable diseases which can encompass a variety of illnesses such as the common cold, flu, TB, hepatitis, meningitis, and HIV.
- Occasional time in excess of routine schedule or adjustment of routine schedule may be required.
- This position will have primary contact with other Janus staff but may have some limited contact with clients, although nothing involving direct-service or directly supervising clients while in the office.

Janus Youth Programs is a leader in creating innovative, community-based services which enhance the quality of life for children, youth and families. We work in partnership with others to create a safe and healthy community. In our work together and with partners, Janus values respect, a safe environment, diversity, families, creativity, partnership and quality.

JANUS YOUTH PROGRAMS IS AN EQUAL OPPORTUNITY EMPLOYER