

Trainer for Child Welfare Organization – Part-Time

Are you a dynamic and well-organized staff development professional? The part-time trainer will confidently deliver in-person and remote training utilizing materials, tutorials, instructions, and learning resources to ensure standardization and staff skill enhancement, and improved performance. The trainer will collaborate with the training manager and organizational leadership to enhance the training offerings. Approximately 25 hours per week with a varying schedule based upon the training calendar.

Education/Experience Requirements:

- Bachelor's degree in related field
- Previous experience in training or staff development

Knowledge, Skills, and Abilities:

- Knowledge of adult learning principles
- Strong communication skills and interpersonal abilities with all levels within the agency
- Working knowledge of Microsoft Office Products including Word, PowerPoint, and Outlook
- Ability to perform classroom instruction and facilitate learning
- Adherence to CVCA Mission Statement and Guiding Principles
- Strong writing and record-keeping ability
- Familiarity with Relias LMS
- Able to multitask, prioritize, and manage time effectively
- Ability to mentor, lead and encourage staff development
- Ability to maintain a high level of confidentiality and discretion

Essential Job Functions:

- Assist the Training Manager with conducting assigned training, including, but not limited to:
 - o Safe and Positive Approaches
 - o CPR, First Aid, and AED
 - o New Hire Orientation
 - o Trauma-Informed Care
 - o Medication Administration as a Practicum Observer
- Training related data management utilizing LMS
 - o Enter data into LMS
 - o Upload certificates from external trainings into LMS
 - o Enter new hires and remove terminated staff from LMS
- Maintain certifications per Training requirements
- Assist with scheduling training and coordination of training calendar
- Assist in monitoring staff training requirements and assisting supervisors in compliance regarding training

Training Requirements:

- Acquire and maintain certification as a trainer in
 - o Safe & Positive Approaches
 - o CPR, First, and AED
 - o Pennsylvania Medication Administration Practicum Observer

Work Environment and Primary Work Locations:

- Office Environment
- CVCA Training Facilities such as New Covenant

Physical Considerations:

- Ability to carry or lift equipment and supplies required for training/orientation presentations up to 20 pounds
- Ability to conduct Safe and Positive Approaches
- Ability to train CPR/First Aid/AED as well as to maintain related equipment

Equal Opportunity Employer