



NATIVE AMERICAN CONNECTIONS

POSITION DESCRIPTION

TITLE:	Training Coordinator
DEPARTMENT:	Administration
REPORTS TO:	Director of Human Resources
SUPERVISES:	No Direct Reports
FLSA STATUS:	Exempt

MISSION:

Improving the lives of individuals and families through Native American culturally appropriate behavioral health, affordable housing, and community development services

POSITION SUMMARY:

Responsible for the developing, coordinating, and conducting NAC's training programs across the organization. Ensures the integration of the organization's Vision and Mission throughout new and ongoing training.

RESPONSIBILITIES:

- Works to ensure the smooth and effective functioning of training events (both live and e-learnings) for all departments by managing and coordinating the logistics, systems and vendor relationships for training programs and sessions.
- Directs the design, delivery and documentation of licensure and Agency required training programs ensuring that training delivered exceeds state, tribal, and other contractual obligations.
- Oversees the substance abuse certifications and tracking for Southwest Certification ensuring Native American individuals are certified appropriately.
- Conducts organizational-wide needs assessment to identify skill or knowledge gaps and compliance requirements needing to be addressed.
- Develop in-house training programs and training materials utilizing existing staff content experts and extensive collaboration with community partners.
- Provides technical expertise for Relias Learning platform, including orientations of online system, back-end settings, user interfaces, database integrity, software upgrades and troubleshooting.
- Supports departments in the creation and maintenance of training programs, plans, matrices and training records; informing employees of training opportunities and providing necessary information.
- Tracks all training activity completion and reports training metrics on a timely basis to Management, T/RBHAs, State and Federal regulatory agencies.
- Delivers orientation training to New Hires, following the guidelines established in the training matrix and training manual(s). Assists with the onboarding of New Hires.
- Maintain liaison with federal, state, corporate, tribal and private funding programs to ensure that Native American Connections is in compliance with all requirements.
- Support and actively engage in practices of inclusion through Cultural and Linguistically Appropriate Services (CLAS) Standards.
- Other duties as assigned

EDUCATIONAL REQUIREMENT:

- Bachelor's Degree in Education, Human Resources or Organizational Development;
- Master's Degree preferred

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WORK EXPERIENCE/SKILLS REQUIREMENT:

- At least 3 years' experience in delivery of professional training programs with specific experience in Substance Abuse and Mental Health counseling
- Extensive experience with designing and implementing training programs.
- Strong knowledge of Learning Management Systems and web delivery.
- Excellent written and oral communication skills, as well as excellent facilitation skills.
- MS Office proficiency
- Strong interpersonal skills with an ability to work effectively with a wide range of people, teams, managers, supervisors, and vendors.
- Must demonstrate critical thinking, problem-solving and organizational and time management skills.
- Experience in working with the Native American population preferred

Employee

Date

Supervisor/HR Director

Date

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