

USC Leonard Davis School of Gerontology

Job Posting: The Center for Elders Independence 03/17/06

Job Position: Training Coordinator (F/T)
Department: Social Services

Organizational Overview:

The Center for Elders Independence is a non profit organization serving frail elders in the East Bay. Our innovative, all-inclusive, long-term health care program (PACE Program) provides the frail elderly with all the care they need, allowing them to maximize their health & independence and remain close to their family members and within the community.

Position Summary:

Under the supervision of the Director of Quality Management and Training, the Training Coordinator is responsible for coordinating the development and implementation of the agency-wide training program. This includes developing training materials and providing live training to staff in collaboration with agency managers. In addition, the Training Coordinator tracks training compliance and assists staff and managers to achieve a high level of compliance with training requirements. The Training Coordinator also coordinates the development of the health education materials for the participants. The training coordinator serves as a resource to the managers and the quality team, researching regulatory requirements for training and resources to recommend for the training program. Beyond a competitive compensation & benefits program, our employees receive the ultimate reward - the fact they made a positive, noticeable impact in the life and wellness of a fellow human being.

Summary of duties:

1. Responsible for tracking compliance of an agency-wide training program including maintaining training database and generating reports and providing recommendations for strategies for maintaining a high level of compliance.
2. Researches and prepares training materials for in-house trainings based on interviews with agency managers and discipline leads, outside research and reading of regulations.
3. Collaborates with human resources to coordinate materials and schedule of orientation for staff.
4. Researches and makes recommendations on external training facilitators when requested by managers and discipline leads.
5. Coordinates and schedules training sessions with external training facilitators when requested by managers and discipline leads.

6. Participates and or schedules staff for relevant National PACE Association (NPA) conference call presentations and provides feedback to relevant managers and staff on content.
7. Stays current on resources available through the National PACE Association (NPA) and relates pertinent information to relevant staff.
8. Maintains all training resources including training library of videos and other materials and all electronic training schedules, materials and plans on the CEI network.
9. Advises management on matters pertaining to regulatory compliance and training opportunities available.

Qualifications:

- Bachelor's Degree and at least three years in a health care or social services organization; or a Master's Degree and at least one year's experience in a health care or social services organization.
- Strong written and oral communication skills including excellent telephone/customer service skills.
- Substantial experience with word processing and spreadsheet development
- Experience facilitating discussions, groups or meetings.
- Experience working with elderly preferred.

Contact:

Please forward your resume and cover letter to:

Center for Elders Independence

Attn: Job# CEI.02.17.06-TG

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