

# Connections For Life Personnel Training Specialist Job Description



Connections For Life  
Supported and Independent Living Services

**TITLE:** Personnel Training Specialist  
**BASIC FUNCTIONS:** Manages implementation and scheduling of staff training  
**REPORTS TO:** Associate Director  
**JOB CLASSIFICATION:** Full-Time/Exempt  
**REQUIREMENTS:** Education: BA degree in business or related degree preferred  
Experience: A minimum of two years of progressively responsible professional experience in the fields of business, health and human services.  
Special skills and knowledge: Must possess an understanding of and commitment to the philosophy of integration, normalization and individual-driven services. Demonstrates the ability to support the company's values, goals and objectives. Highly competent organizational skills and attention to detail; excellent oral/written communication skills, as well as interpersonal skills; good attitude, high energy, great team player; possess the ability to take the initiative; computer experience and proficiency using business software (MS Office, etc.) and the Internet required.  
Additional benefits: Participant in CFL Management Compensation Plan, CFL Phone, iPad

## CORE RESPONSIBILITIES:

Responsibilities include, but are not limited to:

1. Maintains a weekly schedule, accessible in our scheduling system.
2. Create, review, revises and implements training processes in the working environment.
3. Writes and revises Standard Operating Procedures (SOPs) as necessary to maintain compliance.
4. Maintains procedures and training manuals for all of the people we support, Coordinators, Services Planner and Direct Care Staff.
5. Manages company safety policy, procedures, and compliance, including quarterly safety meetings and all staff meeting presentations.
6. Focuses on accessing and outreach of community resources for training opportunities.
7. Facilitates CFL's Training Program. Identify staff needs for training. Creates ongoing calendar of scheduled staff trainings including, but not limited to, introductory training for all new employees, time keeping, scheduling, CPR (to be completed after their introductory period of 90

- days), First Aide, individual training booklets for each of the people we support, house trainings, training manuals for Coordinators, Services Planner, and Direct Care Staff. Provides periodic training status updates and reports to the Associate Director. Conducts quarterly training to ensure needs in the working environment meet required standards.
8. Facilitates all new hire training, collaborating with Human Resources and the QA Manager.
  9. Manages and facilitates online training resources.
  10. Responsible for keeping a running list of all trainings.
  11. Annually reviews current training resources, identifying areas for improvement and update.
  12. Makes all training calls and maintains all training documentation. Compiles training schedules.
  13. Provides the Services Planner & Office Manager with information to make follow up calls reminding employees of scheduled training.
  14. In the absence of the Services Planner & Office Manager, makes the follow up reminder calls for scheduled training.
  15. Facilitates PRO-ACT training with the assistance of the Quality Assurance Manager.
  16. Maintains compliance to Title 17 and contract requirements, collaborating with the Quality Assurance Manager.
  17. Other duties as specified and designated by management.

### Physical Demands

While performing the responsibilities of the job, the employee is required to talk and listen. The employee is often required to sit for long periods of time and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, and reach with arms and hands. Vision abilities required by this job include close vision.