



## ***Training Specialist***

**Reports to:** Sr Director of Training and Compliance

**Hours:** FT Position, exempt, Monday – Friday flexible based on the needs of the program

**Location:** Main Campus, Emsworth

### **HFI Mission Duties:**

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

HFI is seeking a Training Specialist who will deliver staff training in adherence with ORR, State licensing, and HFI policies and procedures. The Training Specialist will work collaboratively with program leadership and report to the Sr. Director of Training and Compliance.

**Please Note:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

**General Statement of Duties:** The Training Specialist will schedule and deliver staff training sessions, develop instructional methods/techniques/materials, track and schedule annual re-training, audit training records, and assist with the maintenance of personnel files. They will work collaboratively with program leadership as a direct report of the Sr. Director of Training and Compliance.

### **Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Demonstrates leadership.
3. Develops training that utilizes appropriate instructional methods and techniques to include lectures, group discussion, role play, Internet media and audio-visual equipment.

4. Assist program staff in compilation of required reports and to remain in compliance.
5. Engages new hires in meaningful training experiences, not only providing information about program policies and procedures, but checking for understanding to prove competency.
6. Maintains organization while tracking training completion for new staff and veteran staff.
7. Coordinates and schedules training sessions.
8. Maintain a cooperative attitude with other personnel.
9. Adhere to other requests as indicated by the Sr. Director of Training & Compliance
10. Maintain confidentiality regarding client, staff, and agency information in accordance with HIPAA guidelines.
11. Demonstrates excellent organizational skills.
12. Demonstrates proficiency in computer skills to accomplish assigned tasks.
13. Demonstrates ability to operate all office equipment.
14. Adheres to ORR, State licensing and HFI policies and procedures.
15. Maintain and report standards of quality and compliance in accordance with HFI standards.
16. Exhibits cultural competency and sensitivity.

### **Minimum Requirements**

Bachelor's Degree with 3 years of staff training and development experience. Bilingual English/Spanish is a plus.

Must be at least 21 years of age, have a valid drivers license, be able to perform physical activities, have good verbal, written and oral communication skills. FBI and state child welfare clearances required.

### **COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

**Holy Family Institute is an Equal Opportunity Employer**