

**JOB DESCRIPTION # 38**

**TITLE:** Ancillary Support Professional

**FUNCTIONAL TITLE:** Training Associate

**JOB CATEGORY:** Professional Support Staff

**REPORTS TO:** Chief Learning Officer (CLO)

**BASIC FUNCTIONS:** Under the supervision of the Chief Learning Officer (CLO), the Training Associate is responsible for the delivery of educational services, supervising and coordinating certain orientation activities (basic and mandatory), and enrichment exercises as well as the development of any symposia or educational opportunities.

**SCOPE:** The goals for this position are the establishment and enrichment of skilled staff of the Seven Hills Foundation and its subsidiaries.

**QUALIFICATIONS:** Associates Degree required, Bachelor's preferred. A minimum of five (5) years experience in education, social welfare, developmental disabilities, nursing, rehabilitation, training, or a closely related field and proven experience in coordinating continuing educational programs for a large and diverse staff is required. Valid Driver's License required. Proven expertise in Microsoft Office, including Word, Excel and PowerPoint.

**SCHEDULE:** This is a full-time position with hours to be determined by programmatic demands. Some evenings or weekend hours are required. Extensive travel is required.

**RESPONSIBILITIES/OBJECTIVES:**

- Assists the Chief Learning Officer (CLO), with the development and implementation of staff training and continuing education exercises.
- Organizes, coordinates and conducts certain orientation programs for new employees, in conjunction with the Human Resource Office, utilizing the expertise of members of all disciplines to develop and understandings of the rehabilitation progress and programs for new employees.
- Acquires, coordinates, and/or develops training curriculum for professionals/paraprofessionals that meets the agencies needs and adheres to Standards established by the various accrediting, professional and other regulatory agencies.
- Under the supervision of the Chief Learning Officer (CLO), coordinates and organizes conferences, lectures, demonstrations, seminars and workshops to advance the mission of the Foundation and all of its subsidiaries.

- Organizes and conducts tours for educational, medical or other visiting human service providers.
- Coordinates the Tuition Reimbursement / Tuition Remission program, including approval of employee applications and maintaining accurate records.
- Attains or maintains certifications necessary to teach required courses.
- Performs other duties as required or directed.

**EXPECTATIONS:**

- To carry out all responsibilities professionally and efficiently.
- To work in harmony and in support of all the operating Affiliates of the Seven Hills Foundation.

**PHYSICAL REQUIREMENTS:**

- Able to lift various materials up to 25lbs. on an occasional basis.
- Able to remain seated for extended periods of time while performing some required job tasks.
- Able to remain standing for extended periods of time while performing some required job tasks.
- Ability to Drive
- Posses dexterity required for typing, operating office equipment, filing and related job responsibilities.

**STATUS:** Non-Exempt

I have read and understand my job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date