

## Education and Training Development Specialist

### Job Details

#### Level

Experienced

#### Job Location

Robert Marshall Building - Copper Center, AK

#### Position Type

Full-Time

#### Education Level

4 Year Degree

#### Job Shift

Day

#### Job Category

Admin - Clerical

### Description and Qualifications

#### **SUMMARY**

This position aims to manage Copper River Native Associations Lifelong Learning Tenes education and training programs by creating, developing, implementing, and conducting a variety of organizational teachings to further the Copper River Native Associations Promise Statement.

#### **JOB DUTIES**

- Collaborates with other departments and assesses training, compliance, and development needs through surveys, interviews, focus groups, and communication with managers, instructors, and community representatives.
- Creates and/or acquires, organizes, plans, and presents various forms of onboarding, orientation, procedure manuals, guides, course materials, and skills training.
- Presents training and development programs using various forms and formats including group discussion, lecture, simulations, and videos.
- Assigns quarterly compliance and accreditation training.
- Manages a variety of organizational learning, CEUs, and compliance activities through the administration of the Learning Management System.
- Assesses training materials prepared by consultants or external instructors.
- Provides quarterly organizational development reports and data analysis.
- Maintains knowledge of the healthcare industry latest trends in training and development.
- Prepares and implements training budget; maintains records and reports of expenses.
- Attend to staffs learning needs, provide guidance for career progression / professional development, and processes University Tene payments and reimbursements. If needed, collaborates with academic advisors for University Tene student degree and certification plans.
- Serve as HRSA Point of Contact, maintaining HPSA scores, and manage the appropriate systems to fulfill the requirements of the employees loan repayment programs.
- Managed the administration the Employee Appreciation and Employee Longevity programs.
- Responsible for annual Employee Satisfaction survey, analyze data, and issue management reporting with recommendations.
- Develop and implement compacting tribal learning opportunities, such as CRNA Inspire Leadership Academy and Village resiliency outreach.
- Manages the develop and implementation of quarterly Leaders training for the Leaders Academy Tene.
- Perform other duties as assigned.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrated success in developing training programs designed to support business needs. Strong emphasis on virtual training highly desired.
- Knowledge of adult learning theory, needs assessment tools, instructional design methods, blended learning strategies, and Kirkpatrick's four-level evaluation model.
- Strong understanding and sensitivity to Alaska Native culture and lifestyle, with demonstrated experience working effectively with Alaska Native population.
- Strong written, analytical, verbal, and interpersonal skills.

- Effective oral and written communications skills with sensitivity to lifestyles of targeted participants.
- Skills in operating personal computer using a variety of computer software.
- Ability to keep accurate records and produce timely and accurate written reports.
- Ability to maintain strict confidentiality as required for HIPAA, other regulations and organization matters.
- Ability to learn and apply program/agency operating policies and procedures.
- Ability to manage multiple priorities and tasks concurrently and meet deadlines.
- Ability to establish and maintain cooperative working relationships, including outside contacts.
- Ability to work independently as well as with teams.

### **MINIMUM QUALIFICATIONS**

- Bachelors Degree in Organizational Development, Human Resources, Education, or related field or equivalent combination of education and relevant experience is required. A combination of experience, education, and training may substitute for degree requirements on a year for year basis.
- Three (3) years of experience in training and development related activities primarily with adult learners.
- Three (3) years management or supervisory experience.

### **PREFERRED QUALIFICATIONS**

- Masters degree

### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 25 lbs. The majority of work is performed in an office setting with a wide variety of people with differing functions, personalities, and abilities. CRNA is a smoke free and tobacco free campus. May require local travel between compact services of CRNA which may involve exposure to extreme weather conditions. Works in an environment where protection of client confidentiality is essential. Personal Protective Equipment will be provided when and where needed.

### **SPECIFICATIONS**

#### Supervision Received:

Work will be monitored through meetings, reports, and regular communication with the immediate supervisor. General guidelines for operations are based on program requirements, conditions of grant award(s), and the general policies and procedures of CRNA.

#### Contacts:

Contacts include and not limited to, organizational staff, clients, and outside agencies.

### **CONDITIONS OF HIRE**

- All employment at CRNA is at will. This means that the employee or CRNA may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.
- CRNA is a no tolerance workplace. All employees must pass an initial and random drug and alcohol screening to be eligible for and maintain employment.
- CRNA has several positions that require a criminal background check for the safety of our clients. All employment offers in the covered classification are conditional until CRNA has received a Federal criminal background check verifying eligibility to work in these programs.
- First Aid/CPR certification must be obtained within 90 days of hire for required positions.
- As applicable by position and company policy, must meet standards for fitness for duty, immunizations, credentialing and privileging.