



connecting point
community services central

Training Services Coordinator

Position Title: Training Services Coordinator
Status: Non-exempt
Department: Training Services
Reports to: Registry Manager
Work Schedule: Part-time or Full-time; Monday-Friday
Wages and Benefits: Starting at \$25.07 DOE; benefit package included

Position Summary

Connecting Point is a public agency dedicated to providing programs and services that promote the health and independence of the people of our community. Our mission is to support our community in making connections that enhance the lives of its members. Under supervision of Connecting Point's Registry Manager the Training Services Coordinator develops, organizes and instructs trainings for the In Home Supportive Services (IHSS) Career Pathways Program. The Training Services Coordinator evaluates Connecting Point's Training Services Program and makes recommendations on quality assurances. The Training Services Coordinator coordinates and manages Connecting Point's IHSS Career Pathways trainings as it pertains to IHSS/Waiver Personal Care Services (WPCS) providers across the state of California via hybrid, recorded and in person classes.

Examples of Duties (Illustrative Only)

- Coordinates, researches, identifies, and develops trainings for IHSS Career Pathways program.
- Works with Connecting Point's IHSS Registry Manager to develop and implement trainings to improve program delivery.
- Designs, coordinates, and instructs health trainings including, CPR, General Health and Safety, Nutrition.
- Develops and implements quality assurances including evaluations and surveys for program integrity and improvement.
- Works with program staff to streamline RSVP process, participant lists and training certifications.
- Develops new trainings to add to Connecting Point's IHSS Career Pathways program.

Qualifications

Experience in:

- Teaching adult learners in a variety of subject areas.
- Teaching people from a variety of socioeconomic and/or cultural backgrounds.
- Creating curriculum.



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Skill in:

- Creating a positive learning environment for people from diverse socioeconomic backgrounds and educational levels.
- Addressing issues that affect learning (substance abuse, low literacy skills, family dynamics, etc.) and these challenges.
- Adapting teaching methods to respond to individual learning styles, goals, and behaviors.
- Establishing and promoting an atmosphere of mutual trust and respect both inside and outside of the classroom
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Licenses and Certificates

- Possession of a valid State of California driver's license within 30 days of hire. Proof of adequate vehicle insurance. Reasonable accommodations may be provided for otherwise qualified individuals who require and request such accommodation.

Physical Demands and Working Conditions

Speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen. Reasonable accommodations may be provided for some physical demands for otherwise qualified individuals who require and request such accommodations.

Other Requirements

This description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.