



## Assistant Trainer

<b>Position Title:</b>	Assistant Trainer (IHSS Career Pathways)
<b>Status:</b>	Non-exempt
<b>Department:</b>	IHSS
<b>Work Schedule:</b>	40 hours per week; typically, Monday-Friday, 8:30 am-5:00 pm
<b>Wages &amp; Benefits:</b>	Starts at \$23.42 per hour, DOE; benefit package included

### Position Summary

Under supervision of the Registry Manager, performs a variety of administrative tasks pertaining to the IHSS Career Pathways program, including posting available classes on one or more online platforms, tracking class registration and completions, confirming class registrations, answering IHSS Provider questions. The Assistant Trainer also supports trainers in the online delivery of classes, and may deliver select recorded and online training courses.

### Examples of Duties (Illustrative Only)

- Establishes, maintains and directs the maintenance of IHSS filing systems, and records; prepares, recommends and establishes clerical standards or procedures
- Provide reception services including greeting visitors and answering phones
- Acts as the liaison with IT staff and Admin team
- Posting and maintaining training opportunities
- Tasks to prepare for in-person and hybrid trainings. This may include rearranging furniture, producing forms and materials to be used at the training, tech set-up, and attendance confirmation
- Tasks to prepare for and support online trainings. This may include testing the online training environment, sharing training materials, monitoring chat and providing real-time app support, documentation and reporting of attendance
- Delivers select recorded or online training
- Other duties as assigned

### Qualifications

#### Knowledge of:

- Standard office procedures, methods and computer equipment including all Microsoft Office Software
- Principles and procedures of organization and recordkeeping
- Business English including spelling, punctuation, grammar, capitalization and word usage
- Business letter writing and report preparation

#### Skill in:

- Performing responsible and complex office management work exercising sound, independent judgment and maintaining confidentiality within established guidelines

- Researching and compiling information and preparing reports and recommendations
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Coordinating multiple concurrent projects
- Taking responsibility in a variety of situations and using good judgment in the course of work

**Licenses and Certificates**

Possession of a valid California driver's license within 30 days of hire. Proof of adequate vehicle insurance.

**Physical Demands and Working Conditions:**

Mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; strength to occasionally lift up to 20 pounds; 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. Incumbent may be expected to perform job-related duties other than those contained in this document.