



Reach For Your Potential

JOB TITLE: Staff Development Coordinator
DIVISION: Professional
REPORTS TO: Human Resources Director

REVISION NO.:7
REVISION DATE: 1/2/2018

POSITION SUMMARY:

The Staff Development Coordinator works closely with the Human Resources Director to help the agency ensure the quality of services it provides to its members. The Staff Development Coordinator works closely with the Human Resources Director on recruitment, retention, employee development, and record keeping. This position is responsible for assisting in the hiring process including interviews, background checks, reference checks, orientation, and training. The Staff Development Coordinator plays an integral part in the recruitment and retention of Direct Care employees who provide services to our members on a daily basis. This position is a vital part of the agency's Human Resources Department to ensure the agency's continued growth and development.

ESSENTIAL JOB FUNCTIONS:

- Assist in employee recruitment.
- Assist with the coordination of employment checks and orientation/training of all new employees.
- Assist with the interviewing, hiring, assigning of member location and orientation of new Direct Care staff.
- Support Direct Care staff in learning all required location specific and member specific information needed to carry out their job requirements.
- Assist with reference and background checks on prospective employees.
- Assist in the evaluation process of current employees by completing pre-evaluation personnel file reviews.
- Assist in the evaluations and disciplinary action for Direct Care staff.
- Train Service Coordinators on staff evaluations, the new hire and annual training process, and disciplinary procedures.
- Responsible for personnel file reviews and assisting to ensure all files meet State/Federal employment regulations as well as regulations for the Human Services industry.
- Assist with required member-directed trainings for all staff; a majority of which are Direct Care.
- Ensure the delivery of the highest quality services for all members served by the agency.
- Assist with executing regular agency wide staff development trainings
- Complete other duties as assigned.



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JOB REQUIREMENTS:

EDUCATION/ EXPERIENCE:

Associate's Degree from an accredited college or university and one year of post-degree experience in the delivery, planning, coordination, or administration of clerical services, or

High school degree (or its equivalent) and three years of post-degree experience in the delivery, planning, coordination, or administration of clerical services or

A combination of required education or experience which totals three years. At least one year must be experience as outlined above.

SKILLS:

Must be able to read, write, and communicate effectively with members and staff. Completing work in a timely manner is necessary. Attention to detail and dependability are essential for this position. Patience in working with disabled adults is necessary. A driving record that qualifies you to drive agency vehicles is preferred; sufficient automobile insurance to qualify you to transport members in your personal vehicle is preferred. Needs to have a caring attitude and be supportive and encouraging to members.

SUPERVISORY RESPONSIBILITIES:

Receptionist

EQUIPMENT TO BE USED:

Must be able to effectively operate computer and other office machines such as copier, fax, calculator, telephone, and AV equipment.

TYPICAL PHYSICAL DEMANDS:

Requires sitting, standing, bending and reaching. May require lifting up to 50 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, copiers, fax machines, calculators, the telephone, AV equipment and other office equipment.

WORKING CONDITIONS:

Occasionally called upon to work overtime or odd schedules. Typically works in an office setting, although may be called upon to work at a residential location or thrift store.

Employee Signature

Date

Employee Printed Name