



TRAINING COORDINATOR JOB DESCRIPTION

General Summary:

Training Coordinator assists with Peace of Mind education and training programs.

1. Full time position (average 36 - 40 hours per week). Hours would vary based on training needs, but would focus on day and/or evening hours.
2. Complies and meets all responsibilities outlined in Peace of Mind of Duluth's policies and procedures and MN Department of Human Services (DHS) 245 statutes.
3. Demonstrates consistent competency in all areas education and training is completed.
4. Train at multiple Peace of Mind locations pre-determined by management and/or nursing team members. May work at one or may work at multiple locations within a day, evening, or overnight. Will depend on team and resident training needs.
5. Provides leadership and support to direct team members and residents throughout training process.
6. Ensures training curriculum is in compliance with Peace of Mind standards of excellence as well as statute requirements
7. Assists in developing training curriculums, material, and policies related to new hire and continuing education.
8. Oversees new hire and continuing education training hours
9. Collaborates with management and nursing team members for resident and team needs and focuses. Lead Float may have scheduled meeting times with Management at least weekly in person.

Qualifications:

- Classified as a full time hourly team member working at least an average 36 hours a week.
- Ability to successfully meet physical abilities/responsibilities of resident and house needs without limitations
- Successful completion of all Peace of Mind trainings and compliance with Peace of Mind policies and procedures
- Above satisfactory job performance
- Reliable transportation and valid driver's license
- Reliable phone communication training coordination and planning
- Computer skills/experience specifically with Word and Excel required

Hiring Process

- Identified team need for Training Coordinator
- Selection of position determined by management team based on resident and team needs

Reports To: Management and Nursing Teams