

August, 2016

Training Specialist

A Position Description Questionnaire has been developed for enhancing the delivery of training services to all staff at IVRS. Beyond the obvious need for training coordination and consultation to meet the ever changing needs of our work environment, the agency needs to improve our connection and on-boarding with new employees. As the agency has grown and staff dispersed across the state, it has been difficult to maintain linkages to each level of the agency. This position will have several distinct responsibilities which includes:

- Manage agency in-service training and develop/submit necessary reports to meet federal regulations. Develop and recommend agency policy changes required to manage service delivery efforts. Collaborate with Rehabilitation Services Bureau, area office managers and Resource team regarding identified agency service training needs and develop, coordinate training to meet those needs. Develop, coordinate, and deliver training with focus to increase agency employment outcomes, improve field capacity and enhance customer focus. Conduct field office training on placement impacting employment outcomes and placement initiatives such as Employment First and WIOA business regulations. Conducts statewide assessment of technical skills needed and develops training programs to meet those gaps. Formulates educational training sessions based upon observations, data collection and survey information. Conducts survey satisfaction and survey need questions and evaluates responses with integration into future planning. Assesses training needs of staff and then adapts training, leadership seminars, classroom, automated and on-line training ensuring training is meeting needs and objectives. Conducts, or arranges for, classroom instruction to implement training, lectures and leads discussions or coordinates with other TA specialists to perform these functions.
- Serve as consultant/liaison for graduate degree programs providing enhanced career pathways for qualified students to access IVRS employment positions. Facilitates student affiliations for internships providing technical and professional oversight for the work experiences provided. Coordinates student experiences with the local assigned office. Provides assistance in recruitment of students into VR career fields through communication and follow up with graduate institutions and individual students.
- Manage IVRS Comprehensive System of Personnel Development (CSPD) consistent with federal regulation and reporting requirements. Will collect data and develop CSPD section of Unified State Plan Report. Mentors newly hired staff providing orientation and assisting with professional development with specific focus on first year of development. Facilitates on-boarding of staff to acquaint them with the agency, vision, strategic plan and mission. Coordinates as necessary with Administrator, Bureau Chief, Supervisors and Resource Management team on technical assistance needed. Assists supervisor by instructing employees, answering/responding to questions and may make suggestions/recommendations on performance assignments to supervisor.