



Job Posting

Posted: 7/1/2019 – Closing Date: Until Positions are Filled

Job Title: Organizational Development and Training Specialist
Department: Human Resources
Reports To: Vice President of Human Resources
FLSA/Internal Code: Exempt, Full Time Position / L7
Qualifications: Minimum qualifications include:

- Bachelor's Degree preferred preferably in Human Resources or Organizational Development. Master's Degree preferred plus five (5) years of Training and Organizational Development experience.
- Experience in Organizational Development and Training with work experience in Program Management.
- Work experience in an industry that supports individuals (adults and children) with autism, intellectual and developmental disabilities are preferred;
- A valid driver's license and two years driving experience. May be required to provide automobile insurance and vehicle registration;
- Strong presentation skills, interpersonal, problem solving skills and ability to work independently and as part of a team;
- Ability to meet both the physical and essential requirements of the position as outlined in job description.

Summary of Responsibilities:

The Organizational Development and Training Specialist conducts research, tracks and reports trends to develop training opportunities, and analyzes and reports data to support the organization's strategic and human resources goals. This position also designs and delivers Training Programs based on gathered data to reduce incidences, and improve overall performance and staff effectiveness. This position identifies required skills to support client needs (consumers, employees and management) and develops skills-based training programs. May work in coordination with Consultants to design and implement Leadership Training for current and future managers, and supports management development opportunities for the Leadership Team.

The position designs and implements a variety of learning initiatives which includes platform training, onsite training programs, self-study learning materials and on-line training for an audience that provides support to a variety of clients. All training materials must comply with regulatory compliance needs and provide assessments to determine completion, understanding and demonstration of the goals of the learning initiative. This position will design training materials for staff in order to provide services for clients with varying needs. S/He will work in coordination with the Referral and Admissions Team to identify and develop training programs and opportunities based on the needs of clients who will be supported.

The position will support and update all standard training programs and customize training programs to enhance the services and supports provided to individuals served by the Agency. Serves as a member of the Human Resources Team and provide support to employees in the areas of conflict resolution, recruitment, retention, employee relations, organizational and performance improvement.

This role includes supporting Leadership Training Programs, platform and e-learning based trainings to improve the skills of staff, enhance the support provided to our clients (managers and Consumers) and develop programs to improve the overall skills of our Management Team and the staff who are responsible to support our clients. The position will also be responsible to assist in the delivery of supportive programs to achieve the Strategic Plan of the Agency to promote growth, stability and foster employee morale. As the needs of clients do not always fall within the standard 9 – 5 work schedule; this position may be required to provide onsite training programs, offer training and organizational development services during non-standard hours (3 p.m. – 11 p.m.) and on Saturdays. Work outside of the office setting is also expected if needed to support any HR, Training and Strategic Planning Initiative. This position also performs duties, as assigned, by the VP of Human Resources.

External candidates interested in applying for positions will need to forward a resume and letter of interest to Human Resources at recruit@ciinc.org or call 610-328-9008. Internal applicants (employees) should complete an Internal Transfer Requests and forward it to the Human Resources Department. Forms can be located on the web site. Log onto <http://www.communityinteractions.org>. Click on the drop down button titled Employment to access and complete a Transfer Request Form.

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