



<b>Job title</b>	Staff Development Coordinator
<b>Reports to</b>	<i>Director of Human Resources</i>

### **Job purpose**

This position is to assure all staff receive training which is consistent with company and DDP requirements. This position will maintain a record of trainings to keep all staff certifications current. Also accumulate and maintain the training records required for annual licensing requirements for group homes.

### **Duties and responsibilities**

- Complete 30 day orientation packets on all new employees hired
- Assure managers have completed 7 day orientations for each site employees work
- Become a certified instructor and conduct Mandt trainings companywide monthly
- Become a certified First aid/CPR instructor and schedule classes as necessary to maintain certification for all employees
- Review monthly group home staff meeting minutes and assure all home staff have received relevant training for their positions
- Assure all employees training records are up to date and are maintained in a central file.
- Become knowledgeable of licensing requirements and inspect group homes in preparation of licensing inspections
- Communicate deficits to Maintenance, Human Resources, or Executive Director as appropriate and maintain documentation that deficits have been rectified
- May fulfill the responsibilities of the Human Resources Coordinator during periods where the Human Resources Coordinator is absent

### **Qualifications**

- Experience in home health care, disability services or similar field
- Familiarity with computers, including Excel and Docuware
- Able to work with individuals with varying degrees of disabilities, including communication impairments
- Some supervisory experience
- Complete state mandated College of Direct Supports curriculum within six months

### **Working conditions**

The job requires primarily working in an office setting, but will require some travel to various group homes, or training venues. There may be some travel to secure required training certifications as well. The candidate will work indoors in controlled environments.

### **Physical requirements**

Sitting 1 2 3 4 5 6 7 8 9 10 11 12  
 Walking 1 2 3 4 5 6 7 8 9 10 11 12  
 Standing 1 2 3 4 5 6 7 8 9 10 11 12

Surface/Terrain: Carpet, Flooring Concrete and General Outdoor Terrain

Key S – Seldom O – Occasionally (1 hour to 2 ½ hours)  
 F - Frequently (3 – 5 hours) C – Continuously (5 hours a shift or more)

Activity	0-10lbs	11-24lbs	25-34lbs	35-50lbs	Over 50lbs
Lifting Knee High	S	S	S	S	S
Lifting Waist High	S	S	S	S	S
Lifting Overhead	S	S	S	S	S

Bending: S Squatting: S Crawling: S Climbing: S Kneeling: S  
 Reaching Above Shoulder Height: S Pushing: S Pulling: S

Dexterity:

Simple Grasping Yes X No  
 Firm Grasping Yes X No  
 Fine Manipulation Yes X No

Environmental Conditions:

Required to work outdoors summer - No  
 Required to work outdoors winter – No  
 Exposed to fumes – No  
 Exposed to dust – No  
 Exposed to gases – No  
 Exposed to noise/vibrations – No  
 Exposed to physical aggression from others – Potentially from individuals served  
 Exposed to offensive odors/sights – No  
 Exposed to blood borne pathogens – Potentially in group homes  
 Uses machines, tools and equipment on the job – Yes (Computer, Scanner/copier)  
 Uses protective equipment on the job – No

<b>Approved by:</b>	<i>Cal Calton, Interim Executive Director</i>
<b>Date approved:</b>	03.08.2021
<b>Reviewed:</b>	N/A