**Training and Development Specialist (RN)**

**Position Summary**

The Training and Development Specialist is responsible for preparing, facilitating, monitoring, evaluating, and documenting training activities in the agency. This positon also provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Training and Development Specialist will also assist the training department in managing the activities of the training program. This positon, along with the Associate Director of Training, will assume authority for administrative and clinical decisions in the absence of the director. The Training and Development Specialist assists with achieving a quality-learning environment for all trainees.

**Position Responsibilities**

* Provide training opportunities for managers & employees of the agency to gain additional training and education in their respective areas of responsibilities.
* Enhance the quality of current training offered through the agency by promoting an environment that promotes the psychological, emotional, and physical well-being of individuals.
* Assist with preparation of program materials and equipment set-up
* Prepare correspondence, reports, and other documents by maintaining updated curriculum database and employee training records
* Assist with maintaining office files and confidential records
* Provide supervision of current and new trainees.
* Design and prepare educational aids and materials (purchase orders, financial statements, training material, etc).
* Maintain supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, and verifying receipt of supplies.
* Teaches the initial medication technician 16 hour course and annual refresher course
* Completes the initial medication pass.
* Maintain all medication technician files, keeps the master technician list up to date, and distribution as needed.
* Participates on the medication safety committee.
* Provide required in-services as needed through scheduled appointments by the training department
* Facilitate learning through a variety of delivery methods including classroom instruction, virtual training, and test administration.
* Displays evidence of continued education relevant to clinical practice requirements.
* Exemplify the desired culture and philosophies of the organization
* Maintain professionalism while interacting with others throughout the agency (coworkers, sub-coordinates, supervisors, and senior team members)
* Answer telephones, direct calls as appropriate, and respond to inquiries.
* This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**Essential Skills and Experience**

* Current **SC RN License** and at least 2-3 years’ experience in a training environment or Associate’s Degree
* Must be at least 21 years of age with a minimum of at least three years previous related experience or equivalent education and / or experience in a human service working environment
* Ability to maintain a high level of accuracy and confidentiality concerning employee files/records and HIPPA guidelines.
* Excellent interpersonal skills
* Effective written, listening, and verbal communication skills
* Excellent computer skills with exceptional Excel knowledge
* Time management skills and organizational skills
* Analytical and problem solving skills

**Beneficial Skills and Experience**

* Proficient ability to use independent judgment, analytical/decision-making skills, verbal and written communication skills, computer skills, human relation skills, team working skills, and organizational skills
* Ability to work flexible shift hours based on needs of the department, including weekends.
* Proficiency in implementing and monitoring systems, providing problem solving skills, and demonstrating familiarity with state guidelines, policies, and regulations.
* Knowledge of standard office equipment (personal computer, telephone, fax machine, copier, filing systems, etc.)

***Thrive Upstate is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected Veteran status.***