



POSITION TITLE: Training Specialist

REPORTS TO: Director of Programs

LOCATIONS: Anaheim & Santa Ana, CA

DESCRIPTION OF ORGANIZATION: Hope Builders is a highly focused, goal-oriented program that targets young adults, ages 18-28, who are caught in a cycle of poverty and need marketable job skills in order to become productive self-reliant adults. Hope Builders focuses on young people who are unemployed, have low literacy and numeracy skills, have been impacted by violence, and/or parenting. Since 1995, Hope Builders has helped over 5,500 young people to restructure their lives, advance their education and develop marketable job skills. More information can be found on our website at www.tsjhopebuilders.org

POSITION SUMMARY: The Training Specialist is responsible for leading and managing training cohorts, offered in conjunction with Santa Ana College (SAC), comprised of approximately 20 young adults per cohort. The Training Specialist will work with SAC faculty and Hope Builders programs' staff to ensure participants are prepared for quality jobs in their industry sector and to advance their educational goals. This individual will also serve as a member of the Hope Builders healthcare instructional team and provide coverage for classes, such as, Clinical Medical Assisting, Medical Math, Medical Terminology, and medical software as needed.

To be successful in this role, the Training Specialist brings a passion for teaching, strong classroom management experience, knowledge of business and healthcare industry needs, a commitment to preparing trainees for the workforce, and a desire to coach young adults for personal and professional development.

KEY CLASSROOM RESPONSIBILITIES:

Training Coordination

- Provide coordination of all programming components and ensure all program components and curriculum support established trainee outcomes
- Serve as the first level supervisor for trainees and as a professional role model, including coaching and support with strategies to achieve program retention goals
- Foster an environment of personal responsibility, problem solving, critical thinking, and communication
- Demonstrate and practice effective classroom management techniques to effectively maximize trainee learning
- Communicate regularly with staff and faculty to effectively maximize trainee success
- Provide all required information for weekly/monthly/quarterly/annual reports and maintain daily attendance records
- Perform other duties as assigned

Healthcare Instruction

- Provide coverage for healthcare training programs of approximately 25 young adults
- Manage the classroom successfully following HB performance correction process
- Ensure that students' communications abilities and professional skills meet the needs of industry sector
- Take on additional academic projects as needed, such as assist with development of curriculum

EDUCATIONAL REQUIREMENTS

- Bachelor's degree in Health and Human Services or related field preferred
- Certified Administrative or Medical Assistants, CPI

SKILL AND EXPERIENCE REQUIRMENTS

- Minimum of (3) years of work experience in a business and healthcare environment and teaching experience of at least (2) years
- Experience working with and teaching medical software, i.e. Epic, SIMchart, other related software
- Proficient with Microsoft Office suite and ability to teach Microsoft Word and Excel, and typing
- Experience working with opportunity youth
- Excellent interpersonal skills including the ability to relate to a culturally diverse population and to teach to different learning styles and abilities
- Excellent written and verbal communication skills
- Bilingual English/Spanish preferred

ADDITIONAL REQUIREMENTS:

Physical Requirements

- Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks and the ability to maintain confidentiality.

Essential Values-Based, Leadership and Management Competencies

- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employers in order to achieve the mission Hope Builders.

Compensation & Work Hours

- Full-time position. Some nights and weekends may be required. Salary range DOE with eligibility for annual performance based bonus. Full medical, dental, vision benefits and 401(k) retirement plan are available for full and part time employment.

How to Apply:

Email your cover letter and resume to resumes@tsjhopebuilders.org

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.