



## **Training Supervisor**

**Salaried Position:** \$55,000 annually

**Benefits Eligible:** Yes

**Hours:** Full Time 40 hours/week position

**Schedule:** Monday – Friday, 8:00-5:00pm

The **Training Supervisor** is responsible for assessing current training and development systems, develop new training and conduct research to identify specific staff training needs The **Training Supervisor** reports directly to the Director of Operations.

### **Knowledge / Skills / Abilities**

- Demonstrated ability to communicate effectively both verbally and in writing
- Ability to lead and facilitate trainings and meetings for current and new employees.
- Experience developing training materials, videos, and infographics for online and classroom trainings
- Multi-tasking, prioritizing, and ability to handle multiple priorities while meeting deadlines
- Ability to take accountability and hold others accountable
- Proficient in MS Office
- Experience using content creation software to develop material (Adobe, Canva)
- Ability to work independently
- Attention to Detail
- Strong analytical skills
- Ability to solve complex problems and take action
- Ability to collaborate and work in a team environment as well as take direction
- Previous care management/care coordination experience preferred

### **Education or Formal Training**

- HS Graduate or GED required

### **Working Environment Physical Activities**

- Frequent contact with the public by phone and in person
- Sitting
- Standing
- Walking
- Climbing up and down stairs
- Bending and reaching

### **Job Responsibilities:**

- Develop, implement, and maintain employee training programs.
- Coordinate training opportunities from external partners or outside organizations as needed
- Maintain and evaluate training effectiveness, and modify programs accordingly.
- Ensure all training records are filed accordingly (e.g schedules, attendance sheets,)
- Serves as a subject matter expert on NCHA systems including EHRs (set up and navigation)
- Assists in the chart and case audit process in collaboration with supervisor staff
- Coordinate with supervisory staff to monitor employee performance after 90 days.
- Provide administrative support to NCHA programs

- Develop and or update training for the department for any contractual or policy changes
- Update, Review, and Maintain program workflows, policies, and procedures as requested by leadership
- Monitor and ensure compliance with NCHA policies and procedures

**Other Duties as Assigned:**

- Provide assistance to support the overall goals of NCHA
- Provide input into development of policies and procedures
- Compliance with NCHA programs overall
- Meeting and training attendance
- Participation in ongoing performance improvement activities

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

The North Colorado Health Alliance was incorporated as a 501(c)(3) non-profit organization in 2002. The Alliance, based in the town of Evans in Colorado's Weld County, is a creative and strategic collaboration of partner organizations that are dedicated to cultivating the health of the communities they serve.

At the Alliance, we recognize that health does not begin or end with medical, dental, and behavioral health services. Health also depends on features of the built environment and on a variety of social determinants that make it harder for many to resist the chronic illnesses of our times. Thinking globally, the Alliance acts locally and creatively to convene, integrate, and support community partners in our common effort to make northeastern Colorado the healthiest region in the healthiest state.

***Updated 04/18/2024  
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