



WESTSIDE
REGIONAL CENTER

Training Specialist

Requisition #HR-TS-092923

Closing Date: Open Until Filled

Classification: Non-Exempt

Salary Range: \$55,662.88 - \$67,768.60 Annually (DOE)

PURPOSE:

The Training Coordinator will coordinate, develop, and deliver training to meet the needs of Westside Regional Center (WRC) staff, clients, families, vendors and community members.

NATURE OF WORK:

Coordinates, communicates and facilitates participation in various agencywide as well as business unit specific training and development for Westside Regional Center's workforce.

ESSENTIAL FUNCTIONS:

- Assess and monitor current staff skills and training needs;
- Develop, implement and evaluate staff training and development programs;
- Develop material for new courses and evaluate and update existing courses;
- Develop, implement, and maintain an effective New Employee Orientation and Training Program;
- Develop, administer and maintain the WRC Training calendar, training catalog and participant attendance tracker;
- Administer the Learning Management System (LMS), promote and report training activity;
- Coordinate and facilitate the WRC Training Steering Committee;
- Collaborate with WRC Management, Specialists and the Training Steering Committee to develop and implement an annual WRC Training Plan;
- Implement and track training programs relevant to Regional Center Performance Measures (RCPM) and produce relevant reports;
- Participate in statewide ARCA Training and Information Group meetings and activities.
- Other duties as assigned within the scope of work and experience.

SKILLS AND AREAS OF COMPETENCE:

- Extensive knowledge of individuals with developmental disabilities, as defined by The Lanterman Act and familiarity with regional center service coordination.
- Knowledge of regional center system, vendor programs, as well as laws, rules and guidance.
- Ability to understand and negotiate contracts with various vendors.

- Advanced Zoom platform expertise.
- Experience with Learning Management Systems (LMS) such as Thinking Cap
- Proficiency in WordPress (requires HTML Basics)
- Basic knowledge and use of Canva or similar platforms for creating flyers
- Experience with Survey Monkey or similar survey platforms for gathering feedback and assessing the effectiveness of trainings.
- Proficiency in EventBrite or similar event management platforms
- Familiarity with Sendinblue (Brevo) or similar platform for email and communication purposes used for promoting and disseminating training information

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in psychology, Social Work, Organizational Development, Business Administration, management, healthcare, human services, or other related field;
- Two (2) years of experience working with individuals with developmental disabilities and Two (2) years of experience designing and delivering training for adults
(A Master's degree in a related field may be substituted for one year of the required experience above)
- Knowledge of developmental disabilities and the regional center system.

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to Jobs-WRC@Westsiderc.org by the closing date with the Requisition Number and Job Title in the subject line of the email.