



## ***Southern Arizona's Premier Social Service Agency***

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

### **Training Specialist**

The Training Specialist provides onboarding to all staff and role-based training for OPCS direct service staff. This position provides training for all direct service staff at new hire and throughout employment. The Training Specialist will also be responsible for training documentation and compliance. The role will be based out of the Administration office but expected to travel to OPCS properties for staff training, when needed.

#### **Employee Benefits**

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid Life Insurance, Employer Paid Training, 160 Hours Paid Time Off (PTO) Per Year.

***Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.***

#### **Duties and Responsibilities:**

1. **All Staff Onboarding:** Facilitate in-person onboarding for all OPCS new hires, supporting individuals with self-paced work where needed, discussing and assessing understanding of material. Administer technology assessments and provide foundational support for new hires requiring such.
2. **Direct Service Staff Role-Based Onboarding:** Facilitate in-person onboarding for OPCS direct service staff roles, understanding and training on the EBP and tactics of each unique role serving clients.
3. **Communication with Supervisors:** Communicate with new hires and trainees' supervisors on training progress and competency levels.
4. **Ad-hoc One-one-One Direct Service Training:** Provide one-on-one, direct service training as requested.
5. **Support Group Training:** Support Training Manager to facilitate group training for staff.
6. **Training Documentation:** Maintain accurate training documentation and records for training-related activities.
7. **Training Compliance:** Ensure OPCS as a whole and individual staff members are being assigned and complete all required training for compliance purposes.
8. **Feedback:** Collect feedback from new hires and supervisors on training and development efforts.
9. **Professional Development:** Continue to develop in the areas of behavioral health, EBPs and training/development. Attend additional training/education to continue to improve skills and provide quality client services.
10. **Other duties as assigned.**

#### **Qualifications:**

Bachelors' Degree in area of Social Services or equivalent education or 2 years social service experience working within community organizations. Competence in providing direct services for homeless populations. Ability to use and teach evidence-based practices including motivational interviewing techniques, harm reduction, and housing first principles while providing client services. Must be strongly motivated, show initiative and exercise critical thinking skills. Must have proven leadership and team building skills. Self-starter committed to a team approach, responsible and dependable. Strong communication, administrative and interpersonal skills. Advanced Microsoft Office skills required (Word, Outlook, Excel, and PowerPoint).

#### **Job Status**

Full-Time

#### **Pay Rate**

\$20.57 - \$25.21 - \$29.86

#### **Pay Comments**

Salary based on experience.

**In accordance with pay transparency, the salary reflected in this posting is the full salary range for this position. Individual placement within the range is based on the candidate's current experience, education, skills, and abilities related to the position. Salary placement is typically between the minimum and mid-point of the salary range.**

***We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.***

Mail Resume/Application to:

Ms. Jeanie Pike  
HR Director  
Old Pueblo Community  
Services  
2323 S. Park Ave  
Tucson, AZ 85713

Email Resume/Application to:

[hr@helptucson.org](mailto:hr@helptucson.org)



Employment References, drug screen and background check are conducted pre-employment.

Proven competence with documentation in EHR. Familiarity with training development software. Familiarity with learning management systems. Valid Arizona driver's license, proof of auto insurance and reliable transportation. Creativity and flexibility in assuming significant responsibility. Ability to set priorities, meet deadlines and work flexible hours including afterhours and weekends to meet the needs of new hires. Experience working in racially, ethnically, and socio-economically diverse urban communities.