

The Wedge Recovery Centers is seeking applicants for a *new* position of **Director of Training & Staff Development** in our **Compliance & CQI department**.

This is a **part time, exempt/management** position. This position is **\$28/hour and a 20-hour work week**.

Work is typically all on-site, however during the COVID-19 emergency declaration period duties are partially remote. Applicants must be able to travel to all sites to perform work duties. They must be technological savvy, be self-starters, and work well independently as well as in a team environment.

If you meet the qualifications, please forward your resume and letter of interest to [jgriffith@wedgepc.com](mailto:jgriffith@wedgepc.com) **1/6/2021**.

We are open to both internal & external candidates, **so feel free to share**.

**JOB TITLE:** Director of Training & Staff Development  
**SUPERVISOR:** Vice President, Compliance & Continuous Quality Improvement

## **SUMMARY**

The position of Training & Staff Development Director is an administrative position within the Wedge organization. The Training & Staff Development Director is a senior staff member in the Compliance & CQI Department. The Training & Staff Development Director will be responsible for the evaluation of staff training needs overall, and the development and implementation of an annual Training Plan for the agency. The Training & Staff Development Director makes use of the Electronic Health Record system (myEvolv), the Electronic Human Resources system (KRONOS), and electronic Learning Management Systems (LMS) to monitor, measure, and review internal training & development processes. This position works closely with Human Resources and site managers to identify training needs, and offer solutions and support to ensure successful program outcomes. The Training & Staff Development Director works closely with members of upper management in the preparation of DDAP, OMHSAS, CBH and NIAC licensing, credentialing, and compliance inspections. The Training & Staff Development Director manages external partnerships and projects that relate to training and staff development.

## **QUALIFICATIONS**

1. A Master's degree in a clinical discipline such as social work, counseling, or psychology, and eligible for clinical licensure (LCSW, LPC, LMFT).

OR

A Bachelor's or Master's degree in Education.

1. If a clinician, must have a minimum of two years of experience in clinical behavioral health services

OR

If an educator, must have a minimum of five years of experience in education at the upper secondary or post secondary levels, or other adult education levels.

1. If a clinician, must have demonstrated knowledge of health record data management and Electronic Health Records (EHR)
2. If an educator, must have demonstrated knowledge of Learning Management Systems (LMS).
3. If a clinician, must have demonstrated knowledge of training requirements for mental health outpatient services, substance abuse outpatient and/or psychiatric rehabilitation services
4. Demonstrated ability to teach, give presentations, and support learning of others.
5. Demonstrated ability in project management and coordination of interdisciplinary/interdepartmental teams.
6. Excellent organizational and follow-up skills
7. Advanced computer skills and ability to manage electronic databases
8. Ability to work independently as well as in a team environment
9. Ability to work collaboratively with other Wedge managers to provide support and monitor adherence to training requirements
10. Ability to demonstrate a consistent professional attitude in a fast-paced environment

## **ESSENTIAL FUNCTIONS**

1. Must be able to remain in a stationary position for at least one hour at a time
2. Must be able to ascend/descend two flights of stairs

3. Must be able to move up to 20 pounds
4. Must be able to travel independently between Wedge locations and required external locations
5. Must have the ability to work in a fast-paced environment with clientele who have severe disabilities and challenging behaviors

## **DUTIES AND RESPONSIBILITIES**

1. Responsible for working with executive management to evaluate the overall training needs of the organization, and to develop and implement an annual Training Plan(s) as required by DDAP, OMHSAS, and CBH.
2. Responsible for assisting the Vice President with developing policies, procedures, training curriculum, and training aids for the agency in addition to monitoring fidelity and adherence to Wedge's internal policies, improvement projects, and governmental regulations set forth therein.
3. Responsible for ongoing coordination with site management and Human Resources to identify and develop training needs, and alerting site management of any concerns related to training compliance.
4. Responsible for identifying process and performance issues related to training and staff development needs while offering solutions and support to ensure successful program outcomes and successful utilization of training resources
5. Responsible for overseeing the implementation and ongoing use of Learning Management System
6. Responsible for overseeing, developing, facilitating, and coordinating regular trainings, such as New Employee Orientation, CBH mandatory trainings, DDAP-required trainings, ethics trainings, trainings in specific clinical skills, and others as deemed necessary by the organization for the development of staff.
7. Responsible for identifying, developing, and coordinating in-house and external trainers, in consultation with the Vice President.
8. Responsible for the supervision and support of the Beck Initiative coordinator(s), and for ensuring the stability of the Beck Initiative through ongoing recruitment, and the provision of appropriate and effective supervision of the trainees.

9. Responsible for supporting clinical supervisors in establishing and maintaining relationships with graduate programs that supply interns and practicum students to the organization.
10. Responsible for providing ongoing trainings for the Compliance & CQI Department in collaboration with the Vice President for compliance, ethics, and other required trainings.
11. Responsible for developing and overseeing training-related workgroups and submitting recommendations to the Vice President for review with upper management.
12. Responsible for external partnerships and projects that relate to training and staff development, in consultation with the Vice President.
13. Responsible for monitoring staff progress toward training requirements, and developing a plan of action to ensure all trainings are completed within required timeframes
14. Responsible for monitoring and following up on Individual Training Plans (ITPs) for all staff, to ensure they are completed within required timeframes and align with organizational training plan
15. Responsible for monitoring and following up on the completion of required training documentation, e.g. training certificates and evaluations
16. Responsible for preparing reporting at regular intervals in data management systems to upper management.
17. Responsible for completing routine auditing of training records quarterly, and more frequently as appropriate.
18. Responsible for providing training to staff on the EHR myEvolv, and Learning Management Systems, including providing on-site support if necessary.
19. Responsible for completing required continuing education annually as required by State and CBH regulations.
20. Responsible for attending all supervision meetings and staff meetings as assigned.
21. Responsible for adhering to all Wedge policies and procedures.
22. Responsible for adherence to compliance and continuous quality improvement procedures, including CQI reporting, internal audits and reporting fraud and abuse.
23. Responsible for other duties as assigned by supervisor and/or upper management.

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