



Job Description

Basic Training Coordinator

Job Title: SAFE Haven Basic Training Coordinator
Reports To: Director of Development
Those Reporting To: None

Summary

The Basic Training Coordinator is the position responsible to provide the initial training of all SAFE Haven of Racine, Inc. personnel. The Basic Training Coordinator trains and tests personnel with special emphasis on oral communication skills, including active listening and role-playing. The Coordinator documents progress through written evaluations and observations. The Coordinator may also develop, plan, and conduct in-services.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following. Other duties may be assigned.

- Responsible for basic training of agency personnel.
- Document trainee's progress through written evaluations and observations.
- Forward copies of evaluations to relevant supervisors.
- Inform supervisors of trainees' performance.
- Prepare monthly report for Director of Development.
- Attend the monthly management meetings.
- Maintain and update training materials.
- Develop competency tests in all areas of training.
- Assist with computer skills training.

Other duties as assigned by the Director of Development and/or Executive Director.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

A degree in human services or comparable experience is strongly preferred.
Prior employment with SAFE Haven of Racine, Inc. preferred.

Language Skills

Excellent oral communication skills, including active listening skills.
Must be able to read, write and speak English fluently.
Bilingual Spanish language abilities preferred.

Computer Skills

Must possess basic computer skills, including word processing (Microsoft Word), databases (Microsoft Access) Microsoft PowerPoint and Internet communications.

Other

Must be at least 18 years of age.

An understanding of the significance of confidentiality and agreement to maintain this policy in all areas of agency work.

Successful completion of a State of Wisconsin HFS 64 background information disclosure form and Department of Justice caregiver background check conducted under s. HFS 57.15 (2) (a) and (3), and any subsequent investigation related to information obtained from the background check.

Empathy for people who are often in difficult circumstances.

Excellent problem solving skills and mature judgment.

Must successfully complete the SAFE Haven basic training program within 30 days of hire.

Completion of Fire Safety and Evacuation training within six months of hire.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb three flights of stairs in 90 seconds.

Must be able to handle stress and work well under pressure.

Must be able to keep an emotional distance from the clients.

Must be able to handle crises.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.

Status

This position is a nonexempt half time (20 hours per week) hourly position eligible for other employment with SAFE Haven of Racine, Inc. It is the policy of SAFE Haven of Racine, Inc. that no nonexempt employee work more than 40 hours per week.

SAFE Haven of Racine Inc. is an Equal Employment Opportunity/Affirmative Action Employer which affords employment opportunity to all applicants without regard to race, sex, sexual orientation, age, marital status, color, religion, national origin, handicap, disability or status as Vietnam-era or special disabled veterans; and is in accordance with applicable Federal laws and in compliance with the Americans with Disabilities Act.

This job description is subject to addition, amendment, change or revocation at any time without prior notice. The revised information may supersede, modify, or eliminate the existing job description.

A current copy of this job description must be signed, dated, provided to the employee, and maintained in the personnel file.

Revised: 1/9/2006

Signed, Employee

Date