



Position Description

Title: Statewide Safety Training Specialist		
FLSA Class: Exempt	EEO Category: First/Mid-Level Officials and Managers	WC Class: 8861
Job Title # 110013	Salary Grade:	Grant Funded: No
Date Approved: June 27, 2019		
Revision Date:	Job Class:	
Revision:	Purchasing Level: 1	

Purpose of Position

The Statewide Safety Training Specialist (Trainer) will be responsible for Great Circle’s safety training program elements by providing training, coaching other trainers and staff, and coordinating trainings for Safe Crisis Management (SCM), emergency procedures, critical incident reporting, and intruder using a trauma-informed approach under Great Circle’s Model of Care. The trainer will be responsible for delivering in-person and on-line training, coordinating a training calendar, some travel to other campuses as well as developing, researching and making recommendations for best practices as it pertains to training curriculums. The trainer will be supervised by the Training Supervisor.

Major Duties (*Essential Element)

- Deliver in-person and on-line trainings, including but not limited to Safe Crisis Management (SCM), emergency procedures, critical incident reporting, and intruder*
- Assist and oversee a safety training calendar*
- Ongoing coaching of other trainers and staff
- Assist and oversee residential on-the-job onboarding trainings for residential staff.
- Research and develop best-practices and training curriculums
- Manage SCM training and trainers*
- Data monitoring of safety/zero-harm Key Performance Indicators and other critical data points related to safety in order to identify patterns in strengths and opportunities to provide further staff training*
- Collaborate with internal and external stakeholders to implement ongoing training and development opportunities*
- Participate in and support work groups as assigned
- Monitor organizational improvements in staff training programs and procedures
- Maintain SCM certification and any other training certificates needed

- Responsible for administering the learning management system and reporting/interpreting data related to employee training and entering data
- Other duties as needed for the betterment of Great Circle

Working Conditions

Office or home environment. Working environment generally favorable. Exposure to dust and various home environments.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. The position requires constant walking, use of hands to handle or feel, tasting or smelling, sitting, listening and talking as well as lifting up to 25 pounds. The position requires occasional climbing, balancing, stooping, kneeling or crawling as well as lifting over 25 pounds. This position occasionally lifts up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget and Supervisory Responsibility

None

Qualifications

- Possess a current, valid MO Class E driver's license and meet the Great Circle requirements for driver's insurance
- Strong communication, interpersonal, and computer skills
- Demonstrated ability to read, write, speak, and understand the English language proficiently
- Ability to maintain absolute confidentiality in all transactions and communications
- Ability to operate a computer and Microsoft Office suite of programs

Required Education and Experience

- Bachelors' degree in related fields of a behavioral science, Human Resources, and/or business
- Experience developing and delivering effective trainings

Preferred Education and Experience

- Experience working with children and families in a trauma informed environment
- Master's degree in business administration or an equivalent behavioral science
- Two years' experience in residential treatment, child welfare, or mental health setting

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee printed name: _____

Employee signature: _____ Date: _____