

**EDUCATION AND DEVELOPMENT TEAM LEADER
FULLTIME
ANY CPS COUNTY**

Coleman Professional Services a nationally recognized not-for-profit provider of behavioral health and rehabilitation programs, is an organization that is committed to fostering recovery, building independence, and changing destinies for individuals, families, and businesses in our community. We are seeking an individual to lead the training and education program for the organization. The Education & Development Team Leader needs to have exceptional communication, administrative, and office skills in addition to being able to work objectively with a diverse group of people while promoting organizational goals and function with minimal supervision. Duties include, but are not limited to:

Lead Education and Development Function

- Lead the coordination and execution of approved education and training activities with Clinical Trainers, other Coleman employees serving as trainers, and outside resources (e.g., vendors).
- Build and maintain collaborative working relationships and liaise with Clinical Council, IT, and other departments to learn of practice, system, and other changes that require support through training courses or other delivery methods.
- Develop and communicate the annual training schedule based on Coleman's fiscal year, and estimate the annual training budget needed.
- Periodically conduct organization-wide or targeted (e.g., Business Unit, department) training needs assessment and identify skills, knowledge, or compliance gaps that need to be addressed.

Develop and Implement Education and Development Programs

- Based on identified business requirements (e.g., legal, from Clinical Council), develop education programs using the most appropriate delivery method (virtual, classroom, etc.) for the program.
- Help Managers identify the training needs of employees.
- Register participants for classes and compile evaluation data.
- Input attendance records into Company software in timely manner.
- Update and maintain the Learning Management System.
- Create job aids and other materials for new system modules.
- Maintain Required Training Grid and communicate changes to affected parties.
- Conduct identified training classes.
- Develop curriculum and participant training instructions.
- Complete documentation as needed to ensure continuing education unit (CEU) approval for classes and disciplines.

Minimum Qualifications:

- Master's degree in related field or equivalent experience
- Licensed as RN, LSW, or LPC (or higher)
- Proven knowledge/experience of using technology for conducting trainings
- Experience with e-learning platforms
- Experience with developing curriculum, writing instructional manuals, and conducting trainings
- Willing to travel to other locations within Ohio and stay overnight as needed
- Able to lift up to 35 pounds
- Able to sit and stand for long durations of time
- Able to hear and speak clearly to conduct various interactions with employees

Benefits options include health, life, pension, paid time off, and more. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. E.O.E. Persons with a disability can request an accommodation to complete the application process by emailing careers@colemanservices.org with the subject line "Accommodation Request."

FOR INTERNAL APPLICATIONS: If interested in applying for this position, visit the e3 Home Page. On the right side under the "External Links" section select "Current Job Openings" and then select the blue icon to "Search Open Jobs" or select Career Opportunities along the top.

***ALSO NOTIFY THE HR RECRUITER OR GENERALIST BELOW
THAT YOU ARE APPLYING FOR THIS POSITION***

For questions contact Melissa Mitchell, HR Generalist
Email: Melissa.Mitchell@colemanservices.org
Phone: 330.548.0131

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