**JOB DESCRIPTION**

**JOB TITLE:** Training Lead

**DEPARTMENT:** Nutrition Services

**REPORTS TO:** Director of Nutrition

**FLSA Status:** Non-Exempt

**HOURS:** Temporary, Per Diem

**Date:** July 2019

**THE PROJECT:**

Utilizing mobile APP technology, the Change of Condition Report Project (COCR) is intended to leverage our existing Meals on Wheels Program Structure to provide an expanded and more standardized intervention for MOW consumers. We will train our volunteer MOW drivers (who provide social interaction and safety checks to isolated consumers) to use a specialized mobile phone APP. This will enable us to more quickly and efficiently identify potential health problems or worsening symptoms among some of our most vulnerable community members.

**GENERAL SUMMARY:**

Reporting to the Director of Nutrition, the COCR Training Lead will map out learning and development plans for the participants of this project, monitor and analyze the progress of the project and suggest additional training as needed.

**ESSENTIAL FUNCTIONS:**

* Organize, develop or source training materials and presentations to meet specific needs.
* Map out training needs for individual participants as needed.
* Present training using recognized training techniques and tools.
* Develop training aids such as manuals and guides.
* Track and report on training outcomes.
* Provide feedback to program participants and management.
* Maintain training records.
* Handle logistics for training activities including venues and equipment.
* Coordinate off-site training activities.

**COMPETENCIES NEEDED:**

**Cooperation/Teamwork:** Works well with staff, co-workers, trainers, community representatives and managers; responds positively to instructions and procedures; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; when appropriate facilitates discussion before decision-making process is complete.

**Flexibility:** Able to work effectively in a variety of situations, and with various individuals or groups; adapts approach to the changes at hand and easily accepts changes.

**Goal Setting & Planning:** With manager, sets specific, measurable goals that are realistic but challenging; clarifies expectations about what will be done and how; obtains information, resources, and training needed. Promptly notifies manager about any problems that affect ability to accomplish goals.

**Listening, Understanding, and Responding:** Creates effective interactions with others; deals with people in a direct, open, trusting and respectful manner; cares about what others have to say.

**Quality of Work:** Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.

**Self-Development:** Knows own capabilities, seeks out feedback and responds positively to improve performance.

**WORK ENVIRONMENT:**

Most of the time will be spent at one or more of our 12 dining sites where the training will take place. Therefore the employee will travel by car and is exposed to changing weather and seasonal conditions. May do ride-along with one or more MOW driver. This role regularly requires the use of a computer, telephone and other standard office equipment. Must be able to lift and carry up to 20 lbs. when carrying and delivering training supplies.

**REQUIRED EDUCATION and EXPERIENCE:**

* Bachelor’s degree in a related field such as Nutrition, Social Work, Public Health, Community Health, Gerontology, or Human Services.
* Must have some relevant experience training and making presentations.
* Experience gathering and analyzing data.
* Candidate should be a dependable self-starter with excellent writing and analytic abilities. Strong project management skills required.
* Strong computer, organizational and communication skills essential.
* Must be familiar with older adult learning styles and have an understanding of aging and older adults, disabled adults, and diversity.
* A reliable car is required, as well as a valid driver's license and car insurance.