



# Human Resource Assistant & Training Coordinator

## **Mission Statement for Rainbow Acres**

Rainbow Acres, a residential Christian community with heart, empowers persons with developmental disabilities to live to his/her fullest potential with dignity and purpose.

**Job Title:** Human Resource Assistant & Training Coordinator

**Department:** Human Resources

**Reports to:** Director of Human Resources

**Status:** Non-exempt

**Prepared Date:** January 2025

## **JOB SUMMARY**

This is a combined role with fifty percent of the time spent on HR administrative tasks and fifty percent of the time spent serving as the Training Coordinator. The Human Resource Assistant performs administrative tasks and services to support the effective and efficient operations of the human resource department. The Training Coordinator works with the HR Director and management team to develop and implement a comprehensive employee training program that meets the needs of the organization.

## **PRIMARY RESPONSIBILITIES - HR**

- Maintains accurate and up-to-date human resources files, records, and documentation.
- Assists in completing all of the steps associated with clearing new hires.
- Working with the HR Director assists new hires in going through the caregiver certification process
- Conducts or assists with new hire on-boarding and new employee orientation.
- Assists with recruitment including the posting of positions and scheduling of interviews.
- Maintains the integrity and confidentiality of human resource files and records.
- Good working knowledge of Rainbow Acres' policies, procedures and values resulting in accurate training materials for new employees along with the ability to answer questions
- Performs other duties as assigned.

## **PRIMARY RESPONSIBILITIES – Training**

- Assists in performing a needs assessment of the entire organization to identify knowledge gaps that needs to be addressed.
- Works with the HR Director and members of the management team to develop a training schedule that address knowledge gaps, meets compliance requirements, and fosters a culture of continual learning.
- Identifies programs, presenters, and resources needed to achieve program goals
- Manages curriculum database and training records.
- Reviews and analyzes instructional effectiveness and prepares reports determining the impact of training on employee skills and how it impacts KPIs.



### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in related field and a minimum of 2-3 years of related experience; or equivalent combination.
- Experience preferred in assessing training needs and the development and implementation of an effective training program.
- Excellent time management skills, public speaking skills, problem-solving skills and verbal and written communication skills
- Ability to operate media equipment such as projectors and personal computers
- Knowledgeable about traditional and modern training methods and techniques
- Ability to handle multiple assignments and assess and analyze data
- Proficient with Microsoft Office Suite or related software.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Ability to meet all clearance requirements including: obtaining a level one fingerprint clearance card, passing a background check, passing a pre-employment physical and drug screen, verification that the individual is not listed on the adult protective services registry, TB test, reference checks, compliance with vaccination requirements.

### **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. While performing the duties of this job, the employee is frequently required to stand; walk; have great dexterity of hands and arms; stoop; kneel; and talk; or hear. The employee is required to sit for long periods of time. The employee may be required to lift and/or move more than 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The working environment is generally favorable. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available

