

COMPANY: Durham Region (The Regional Municipality of Durham)

INDUSTRY: Government Administration

JOB TITLE: Training Specialist

EMPLOYMENT TYPE: Regular, Full-time

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Training Specialist

Job ID: 14741

Social Services Department

Work Location: Whitby, Ontario

Salary: Start: \$38.72 - Six Month: \$40.87 - Job: \$43.02

Close date: October 17, 2021

Description:

Reporting to the Supervisor, the successful candidate will be responsible for planning, designing, organizing, delivering, and monitoring training programs as well as participating in research, special projects, and evaluations of practices and procedures ensuring operational training plans align with changes in legislation, policies, and procedures.

The incumbent will:

- Deliver training and presentations as a leader or learning facilitator, develop material relating to pertinent legislation, regulations, technologies, and skills development consistent with Divisional and Provincial programs as well as maintain and update existing training materials and develop manuals or modules to reflect program or legislative changes
- Identify training needs and partner with staff to develop programs based on Divisional, Departmental and Municipal requirements
- Employ learning strategies to select and choose training/instructional methods and procedures appropriate for the situation when facilitating or teaching new material
- Organize and coordinate entry level training for new staff
- Develop reports, correspondence, presentations, and other documents using full range of multi-media services
- Research and conduct regular analysis, surveys, and assessments to maintain current training materials and practices and implement appropriate tools to

evaluate effectiveness of training programs and make recommendations or adjustments as required

- Regularly conduct consultations with subject matter experts ensuring materials/modules are accurate and reflect training needs
- Act as a resource to staff and management with regard to technical and program knowledge
- Monitor program delivery to comply with pre-determined budgets and track budget allocations and expenditures
- Maintain current knowledge and skills by attending various courses, workshops, and conferences; perform other duties as assigned in accordance with Division and Department

The successful applicant will possess:

- A post-secondary degree in Social Sciences and a post-secondary degree/diploma or certificate in Adult Education or equivalent approved combination of education and experience
- Previous experience in designing and delivering adult training and education with demonstrated ability in instructional design, analysis, measurement and evaluative methods, facilitation, and presentation skills
- Membership in a recognized association for trainers would be considered an asset
- Proficiency in a Windows environment using software applications such as MS Word, MS Excel, and MS PowerPoint
- Knowledge of technology supporting the required provincial programs i.e. Social Assistance Management System (SAMS), Ontario Works Scheduler and SALI (Social Assistance Legacy Information System)
- Excellent working knowledge and understanding of the Ontario Works Act, Regulation and Legislation (OWA) and Income and Employment Support Policies and Procedures
- Knowledge of Department program delivery operations, programs and services and the community served as well as knowledge of the Department's Pillars of Excellence: Care, Excellence, Leadership and Learning
- Project management and problem-solving skills with the ability to work independently
- Excellent verbal and written communication skills, ability to write reports and create training modules ensuring legislative compliance
- Well-developed analytical and organizational skills and the ability to handle multiple projects and meet deadlines
- Excellent interpersonal skills to deal effectively with staff, all levels of management and internal and external service providers
- A valid Ontario Class G2 driver's licence and access to a reliable vehicle

To learn more about this opportunity, please visit our website at:
<https://bit.ly/2XYlrly> and apply online directly to Job ID#14741 no later than
October 17, 2021.

We thank all applicants; however, only those to be considered for an interview will be contacted.