



Established in 1943, Boysville is a not for-profit 501c (3) organization with the mission of providing a safe family environment for children in need, so that they may become responsible adults.

We are currently looking for a **Training and Compliance Specialist**. The right person will identify with our core values of Advocacy, Family, Spiritual Development, Education, Mutual Respect, Dignity, Compassion, and Responsibility. With our mission and these values in mind, the role will primarily provide:

- Responsible for maintaining competent staff in all program areas by coordinating the completion of initial training and the participation in ongoing training.
- Creates pre-service training schedules and performs pre-service training within the requirements of COA and Licensing.
- Compile and maintain position specific training requirements in accordance with COA and Minimum Standards.
- Create and coordinate the monthly training schedule with Program Directors, Trainer/Facilitators, New Hires, and Required Attendees.
- Plan, coordinate, and execute bi-annual all staff training week to meet requirements of COA and Minimum Standards.
- Schedule and track all staff and Foster Care training recurrent requirements.
- Maintains proper organization of the training files.
- Instruct training classes for CPR/1st Aid, SAMA, SAMA Refresher, and Normalcy.
- Assist in training instruction as needed for Trauma/TBRI, Transportation, and Safety.
- Assist Staff in receiving required training when they are unable to attend regularly scheduled classes (i.e. Foster Parents, Overnight Staff, Part Time employees, etc.)
- Research and implement updated training materials as needed to include online training, webinars, video/dvd, etc.
- Obtain, organize, or develop training procedure manuals, guides, or course materials, such as handouts or visual materials.
- Assess training needs through surveys, interviews with employees, or meetings with Program Directors.
- Analyze training needs to develop new training programs or modify and improve existing programs.
- Provide additional training information and opportunities to assist staff in maintaining or improving job skills.
- Work in conjunction with Human Resources/Compliance team on developing, implementing and monitoring appropriate employee recognition/morale initiatives and events:

- Staff Birthdays/Anniversaries
- Open Enrollment
- Staff Christmas Party
- United Way Staff Campaign
- Employee Newsletter
- Employee Wellness
- Participates fully in all assigned agency committees, identifies opportunities for staff and/or foster parent training, and fulfills all reporting requirements necessary for committees to function effectively
- Additional support in Compliance as requested

Qualifications:

- Must have a Bachelor's Degree in relevant field of study with 3-5 years training experience.
- Comprehensive understanding of training principles, techniques and procedures
- Must possess excellent communication, organization, and time management.
- Must be computer literate in windows applications.

We offer a competitive base starting at \$36,000 per annum. Furthermore, we offer a stellar employee benefit package that includes Medical, Dental, Vision, Long Term Disability, Life, Employer-Paid Benefit Allowance, and a 403(b) defined contribution plan with a 4% match!

If this sounds like the position for you, please send your resume through indeed for immediate consideration.

All applicants must be able to pass a background check per TX DFPS minimum standards, a drug screen, and receive a TB test.