



BUILDING COMMUNITIES OF FAITH AND LIFELONG HOMES
WITH PEOPLE WHO HAVE INTELLECTUAL DISABILITIES

Training Coordinator Role Description

L'Arche Greater Washington, D.C. provides homes, residential services, and places of belonging for adults who have intellectual disabilities in the context of an intentional, inter-denominational Christian community.

Role Summary: The training coordinator is responsible for analyzing training needs as lived and articulated by Human Resources, Service Leaders and Community Leaders, developing robust and flexible curriculum, and as appropriate delivering courses. The training coordinator evaluates trainings, and associated materials, for effectiveness of training for the purpose of furthering of the mission of L'Arche. The training coordinator is responsible for maintaining records for all required training needs and following the regulations, policies and procedures of L'Arche, and Washington DC and Virginia governing bodies.

Reports to: Director of Human Resources

Supervises: Interns and volunteers as assigned.

Qualifications:

- Motivated by the Mission of L'Arche, and ability to call others to their role in the Mission of L'Arche
- Desire to learn from people with disabilities and their care providers
- Ability to develop trainings and processes to further the mission of L'Arche
- Highly organized, responsive, and able to follow through with projects independently
- Experience in L'Arche, or other similar community or service provider
- Experience with online record management

Role Responsibilities:

- Maintain, assess, and develop orientation materials, checklists, and training resources for new employees to comply with governing bodies and L'Arche regulations.
- Ensure all employees are compliant with onboarding, orientation and annual trainings.
 - Maintenance of all electronic and paper records
 - Support leadership in coordination of ongoing DDS Phase Trainings
 - Coordinate and maintain records of performance reviews
- Coordinate Trained Medication Employee Training and Virginia Medication Training
- Develop and lead trainings for new employees, trainers and other leaders. Coordinate monthly training schedule for assistant teams.
- Participate in DC and VA government and provider coalition meetings concerning training, and inform leadership and service teams of any relevant changes.
- Prepare for and accompany external auditors; Department of Disability Services, PCR, etc. on personnel and training files.
- Other duties as assigned.