

JOB DESCRIPTION

Connecticut AIDS Resource Coalition

TITLE: **Training Coordinator**

FUNCTION: To provide a thorough and comprehensive training program to approximately 65 case managers employed at agencies providing housing programs to persons living with HIV/AIDS plus case managers at homeless shelters, domestic violence shelters, area agencies on aging, and AIDS service organizations.

REPORTS TO: Assistant Director

DUTIES:

Planning and Oversight for Case Managers Workshop Program:

- Plan a comprehensive module-based AIDS case management training program.
- Select experts to present on a variety of pre-determined topics. Ensure information is presented using a variety of instructional techniques and formats such as role playing, simulations, team exercises, group discussions, videos and lectures.
- Schedule classes/locations based on pre-determined calendar, to be reviewed annually.

General Training Duties (also pertains to Case Managers Workshop Program):

- Identify additional training needs and locate appropriate training opportunities. Ensure delivery of training to member agencies and others in specific areas of expertise.
- Monitor, evaluate and record training activities and program effectiveness.
- Coordinate recruitment and placement of training program participants.
- Evaluate training materials prepared by instructors, such as outlines, text, and handouts.
- Develop alternative training methods if expected improvements are not seen.
- Assess training needs through surveys, interviews with employees, focus groups, and/or consultation with managers, instructors or customer representatives.
- Negotiate contracts with trainers, including desired training outcomes, fees and expenses.
- Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures.

QUALIFICATIONS:

Bachelor's Degree in related field and two year's experience, preferably in the field of training coordination and/or HIV/AIDS services. Excellent written and verbal communication skills, including public speaking. Must be highly organized and have attention to detail. Demonstrated understanding of social services or case management for persons with AIDS a plus; Working knowledge of computers. Must have a reliable car, car insurance, valid driver's license and clean driving record for regular statewide travel.

CARC is committed to a policy of equal opportunity for every staff member and prospective employee and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, gender identity or expression, sex or sexual orientation. CARC encourages applications from the culturally and ethnically diverse communities we represent.

Resumes will be accepted until position is filled. To apply, send cover letter and resume to: Executive Director, CT AIDS Resource Coalition, 110 Bartholomew Avenue, Suite #4000, Hartford CT 06106 or john@ctaidscalition.org