

HR Specialist - Training & Development

Terrell, TX

Rate - \$50,000 to \$60,000 annually DOE



Description

Work involves identifying and analyzing staff training needs, and planning, organizing, conducting and evaluating educational and training programs for New Employee Orientation, annual refresher training, and special-topic training. Coursework will include, but not be limited to CPR, SAMA, ASIST, Mental Health-First Aid, supervisory and/or management, van driver, and other topics as requested. Responsibilities include evaluation of educational needs, and research and development of training curricula, learning objectives, participant activities, and training aids and instructional methods. Also evaluates training effectiveness and employee competencies to ensure that participants are capable of performing job skills in a safe and appropriate manner. When necessary, identifies and secures off-site locations to accommodate large groups of participants. Will be responsible for maintenance of employee training records, including, but not limited to, scheduling training events through the Relias system, disseminating training information to the workforce, assisting employees with class enrollment, posting the completed training into the Relias system, running training data reports, and maintaining employee training files for current and inactive employees. Responsible for developing and duplicating materials necessary for classroom training, including Employee Handbooks and other NEO materials. Will provide assistance with hiring management process, as needed. Will support different departments with marketing and promotional items as well as attending job fairs and health fairs within Lakes catchment areas. Must be knowledgeable of adult learning styles, training procedures and techniques, instructional design and curriculum development. Must be able to develop training objectives and assess the effectiveness of the training conducted. Must present self in a professional manner and dress appropriately in accordance with Center policy and procedure.

Knowledge, Skills & Abilities:

Must have knowledge of the principles and practices of human resources management and training and development processes. Must also be knowledgeable of federal and state laws and regulations governing personnel activities. Must be able to manage multiple responsibilities, maintain confidential and sensitive information, and to establish and maintain effective working

relationships with a large and diverse workforce, applicants and the general public. Strong interpersonal skills and the ability to communicate effectively verbally and in writing are essential.

Education, Training, & Experience:

High School Diploma. Bachelor's degree from an accredited university or college with a major in human resources management, organizational development, public administration, or related field preferred. Equivalent relevant experience may substitute education requirement. Five years of work experience performing HR functions with emphasis in training and development. Proficient computer skills to include MS Word, Excel, and Outlook. Must have a valid Texas driver's license and acceptable driving record, as well as personal automobile liability insurance as required by the state of Texas. PHR certification and bilingual skills (English/Spanish) preferred.

Qualifications

Education

Preferred

Bachelors or better in Human Services or related field.

Required

High school or better.

Experience

Required

5 years: Require experience performing HR functions with emphasis in training and development. Equivalent relevant experience may substitute education requirement.

Employee Benefits at Full Time Include:

- Employer-Cost Sharing of Health Insurance (Includes 50% of Elected Dependent Coverage)
- Employer-Paid Short-Term Disability Insurance

- Employer-Paid Term Life Insurance
- Employer-Match Retirement Contributions (up to 5% of Base Salary)
- Optional Dental, Vision, Life and Long-Term Disability Insurance
- Public Service Loan Forgiveness
- 13 Paid Holidays per Year
- 2 Weeks Paid Vacation per Year with Graduating Accrual Rate
- 2+ Weeks of Paid Sick Leave Per Year

Click [here](#) to apply!