

## Training Coordinator

### ABOUT US

At SOS Children's Villages Illinois, we are committed to providing safe, stable, loving homes for children in the foster care system with a focus on keeping siblings together. We do this by keeping brothers and sisters together in an individual home in the care of a full-time, Professional Foster Parent. In doing so, we lay the foundation for rebuilding trust, confidence, and hope for each child in our care.

For over 25 years, SOS Children's Villages Illinois has provided the highest quality of care for Illinois' most vulnerable children and families. We are the first self-funded SOS organization in the United States. Since our beginning, we have carried on the successful track record of SOS-Kinderdorf International in transforming children with a broken childhood into caring, productive, self-reliant adults. In addition, we have pioneered a number of successful programs such as providing SOS Children continued support as they enter young adulthood, and empowering parents to pursue successful reunification of their families.

Learn more about us and our model at [www.sosillinois.org](http://www.sosillinois.org)

Apply for Training Coordinator using the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9328f242-28b7-486f-8c4d-bae2d0926232&ccld=19000101\\_000001&jobId=421728&lang=en\\_US&source=CC4](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=9328f242-28b7-486f-8c4d-bae2d0926232&ccld=19000101_000001&jobId=421728&lang=en_US&source=CC4)

### BASIC FUNCTION

The Training Coordinator will be responsible for carrying out a variety of tasks as part of the day-to-day operations of the Strategy department. This position's primary responsibilities include the coordination of employee training, and communication regarding Training activities, initiatives, and achievements. The Training Coordinator supports all initiatives within the Strategy Department, which include a working directly with Human Resources, Quality Improvement, Operations, and offering support to all other departments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate logistics and execute administrative functions related to employee training, including scheduling, registration, tracking, evaluation, and reporting.

Create and share routine and special communication related to Training events, initiatives, activities, and achievements with internal and external stakeholders.

Support strategic initiatives, including COA reaccreditation, peer record review, client & stakeholder satisfaction surveys, Unusual Incident Reporting, specific workgroups/committees, etc.

Prepare and submit Training reports.

Research standards, measures of compliance, accreditation, and best practice standards related to contractual, regulatory, and accreditation requirements for programs and services.

Provide ongoing communication, guidance, and support to internal and external instructors and facilitators; Maintain electronic training files and transcripts;

Participant in individual, team, and agency goal setting and achievement;

Participate in internal and external work groups, committees, and task forces as directed to support quality improvement, training, and service delivery practices at SOS Children's Villages Illinois;

Travel to all SOS Children's Villages Illinois sites and partner organizations in the Chicago Metropolitan area; and

Assist with research, review, and development of organizational policies, including Quality Improvement, Risk Prevention & Management, Behavior Support & Management, and Training;

Support ongoing Quality Improvement initiatives, including COA reaccreditation, peer record review, client & stakeholder satisfaction surveys, Unusual Incident Reporting, etc.

Participate in the coordination and implementation of the data entry process, as well as the collection, organization, analysis, and reporting functions;

Perform other duties as assigned.

#### QUALIFICATIONS:

Must possess strong analytical and deductive reasoning skills, and be able to analyze and synthesize information for problem solving.

Excellent written and oral communication skills are required.

Proficiency in Microsoft Office, including Word, Excel, Outlook, Access, PowerPoint, & Publisher is essential.

Must be highly organized, detail-oriented, and drive for results.

Interest in nonprofit management, organizational development, and child welfare is preferred

Ability to pass DCFS Background Check

Ability to work both independently and as a member of a team.

## Education and Experience

Candidates must be pursuing, or have completed, a Bachelor 's degree.

Experience using and/or managing a database or client management system is preferred.

Experience creating dashboards, analytical reports, and visualizing data is preferred.

## Benefits and Pay:

Health and Dental Benefits

PTO

Retirement Plan

Salary: 37,500/+