

# SURREY

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## Position Description

### Full-Time Training Project Manager/recruiter

Great opportunity to join a long-standing, private non-profit organization helping older adults remain at home as long as possible. The Training Manager/recruiter owns the Direct Care Worker Hybrid Training Program at Surrey Academy. As the Training Project Manager you will be fully responsible for the sourcing, recruiting, screening enrollment and program completion of students. You will also enjoy the ability to connect with community members and organizations to help them understand what Surrey Academy is to increase participation and general community knowledge.

The Academy will provide an educational model that combines various in-person and remote learning methods with direct hands-on skill development in a learning lab, complemented by “internships” with experienced caregivers who will mentor new caregivers and oversee their continued development.

#### **RESPONSIBILITIES:**

- Coordinates all aspects of Surrey Academy participation including management of schedules, program and location logistics, student evaluations, mentoring, and completion certificates
- Attract and enroll students to participate in Surrey Academy
- Represents Surrey Academy externally to potential students and cultivates relationships with potential learning partners, community organizations, and other venues to generate interest and expand participation
- Assists students and holds students accountable to achieve learning objectives through technology, support, coaching and mentorship
- Organizes schedules and oversees on-site learning and skills lab participation
- Working with the RN, schedules and coordinates clinical internships, and provides support to caregiver mentors
- Provides support and assistance to facilitator/trainer during in-person sessions as needed
- Conducts evaluations of students, maintains students' records, and assures compliance with education and performance standard
- Fosters partnerships with other educational organizations to offer a career path for students
- Plans and implements graduation ceremonies

## **QUALIFICATIONS:**

- Experience with training, tutoring, program management, or other educational and professional development activities required
- Minimum of 3-5 years' experience in project management required
- High school diploma or GED required
- Bachelors' degree preferred
- Healthcare industry experience a plus, but not required

## **KNOWLEDGE, SKILLS, ABILITIES:**

- Strong computer literacy, including proficiency in Microsoft office, training software
- Understanding adult learning techniques
- Able to work collaboratively to help others achieve goal
- Flexible and adaptive in style to address individual need
- Effective oral and written communication and presentation skills
- Solid ability to conduct different types of interview
- Excellent organizational skills
- Self-starter who works independently
- Above average attention to detail
- Excellent interpersonal skills
- Ability to maintain a high level of confidentiality

Surrey is following all CDC guidelines relative to COVID-19.

Surrey is an Equal Opportunity Employer. Qualified applicants will not be discriminated against based on race, religion, gender and gender identity, nationality and origin, disability, sexual orientation, age, and veteran status.

Job Type: Full-time

Salary: From \$45,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance

- Paid time off
- Referral program
- Vision insurance

Schedule:

- 8-hour shift

COVID-19 considerations:

Surrey follows all CDC guidelines relative to COVID-19.