

TRAINING/COMPLIANCE COORDINATOR

NATURE AND PUROSE OF WORK

Single position in this class assures staff training required for continued licensure of a Juvenile Detention Facility operated by the Lafayette City Parish Government, through research and application of Standards for Louisiana- Office of Juvenile Justice (OJJ). Incumbent works with substantial independence under general supervision of the Juvenile Detention Home Operations Manager, exercises leadership of staff in all matters of training, and has no formal supervisory responsibility.

ILLUSTRATIVE EXAMPLES OF WORK (Examples are intended to demonstrate the types of work required of this class, the incumbent may not perform all of them and may perform tasks not listed.)

Researches State's requirements for staff training, prepares curricula, schedules and coordinates training sessions, conducts training, keeps thorough records and prepares reports. Prepares an annual training plan including orientation of new employees, with details of methods and facilities, submits to state for approval. Assembles materials, binders, and videos for each topic to be covered in training, and conducts training in intake screening, policies and procedures, emergency / safety procedures, first aid and AED/ CPR, crisis Prevention / intervention, de-escalation methods for aggressive youths, the application of restraints, use of force, isolation, blood borne pathogens, suicide prevention, youths' rights, adolescent development and rights of youths of differing sexual orientations. Keeps records of attendance, prepares and files sign in sheets, arranges scheduling of classes.

Attends certification and re-certification classes as necessary. Uses computer application to track, prompt and record training currency. Works with staff to keep current on changes to standards, licensure requirements, informs management, develops curriculum to accommodate. Performs analyses and special tasks related to certification of the facility by the state as needed, or related to staff competency. Coordinates with state regulatory agencies to assure compliance with standards.

Incumbent obtains cooperation, interest of groups of adults; performs extended speaking and presenting. Devotes continuous attention to notices to employees, reconciling required attendance with work schedules. Incumbent identifies discrepancies between training and subsequent performance, initiates remedial changes and works with time sensitive tasks. May assist with facility programming.

Performs related work as required

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the OJJ standards as applicable to the Juvenile Detention Home.

Knowledge of methods and materials used in adult education.

Ability to read, comprehend, analyze and apply statements of legal standards of staff training for the facility.

Ability to identify subject matter experts in fields to be taught, to identify and obtain materials and prepare training materials.

Ability to coordinate with supervisors in scheduling staff for extended training sessions, to conduct and keep interest of adults in, training sessions.

Ability to form and maintain productive working relationships with staff, supervisors, state officials, and detainees.

DESIRABLE EDUCATION AND EXPERIENCE

College level coursework in Adult Education related field supplemented by professional working experience as a trainer is desired, as is experience with Office of Juvenile Justice (OJJ) training standards for staff of a juvenile detention facility. Crisis intervention training as approved by the OJJ.