

DEPARTMENT OF DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER
Staff Development Training Center

JOB TITLE: Supervisor I

GENERAL STATEMENT OF DUTIES: The Supervisor Is responsible for a large and complex training department. He/she has the responsibility for coordinating employee professional education and planning education activities for all Developmental Center staff. The Supervisor I coordinates the development, implementation and evaluation of the facility's training programs. The Supervisor Coordinates facility training priorities and goals with Departmental training priorities. He/she also ensures that the facility training meets or exceeds the minimum requirements set by the Department of Developmental Services, Licensing, Accreditation and Certification.

SUPERVISION RECEIVED: Clinical Director

SUPERVISION EXERCISED: Five (4) Clinical Instructors of various disciplines, one (1) Office Technician, one (1) Management Services Technician, one (1) Audiovisual Coordinator

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement.

TYPICAL WORKING CONDITIONS: Ongoing interaction with clients, personnel and the general public. Potential exposure to communicable diseases, blood-borne pathogens and other conditions common to a clinical nursing environment.

ESSENTIAL DUTIES:

Assess overall training needs in the facility.

Design and administer the facility training plan.

Monitor all training on Learning management System and consult with management on training issues.

Evaluate the effectiveness of all training projects.

Set goals and indicators as part of the overall training plan.

Liaison for PT and RN college programs-coordinates with college RN and PT instructors clinical training.

TYPICAL TASKS:

25% Ensure that the facility training goals are met and plans are fully implemented. Compile and submit quarterly evaluations related to overall facility training goals and training projects. Consult with Department heads to evaluate the effectiveness of training.

- 20% Consult with management on identified training issues. Assure that trainers are current with respective competencies. Evaluate all training materials to assure they meet the respective staff training needs. Conduct training courses and conferences personally.
- 10% Administer and supervise all instructors, office staff, and audiovisual staff.
- 10% Coordinate the Facility Orientation Program, Career Development, Continuing Education and monthly training calendars.
- 10% Establish and maintain a reporting system to provide the facility and Department with data needed to make decisions regarding training and the overall training plan. Maintains copies of Facility's Licensing, Accreditation, and Department Training Standards, Policies and Regulations.
- 5% Serves on the following committees:
1. Alternate Range Review Panel
 2. Professional Library
 3. Safety Training and Education
 4. CPR
 5. Dietetic Advisory Board
 6. Psychiatric Technician apprenticeship
 7. Disaster Council
 8. Chairperson, Facility Training and Professional Education Committee
- 5% Conduct organizational assessments to determine training needs. Prepare the Training and Development plan and formulate training policy.
- 5% In collaboration with management, prepare and monitor the training budget. Evaluate and reconcile expenditures. Compile project budgeting needs for the upcoming fiscal year and negotiate training contracts as needed.
- 5% Training Center Coordinator for AHA
- 5% Other Duties as required. (Supervises GTA print shop)

Employee

Date

Supervisor I

Date

