



## On-PACE Program Training Manager

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**JOB SUMMARY:** This position is responsible for the daily operations of the On-PACE (OnTrack Peer and Counselor Education) training program, from trainee orientation to peer and/or counselor certifications. Ensures trainee learning objectives are met; adjusts curriculum as needed. Schedules all training and experiential work assignments across multiple locations. Collaborates with HR and Finance to oversee all training documentation, including salary/stipend distribution and interaction with licensing/certification agencies. Serves as a primary point of contact for trainers.

**SUPERVISED BY:** Executive Director/Project Director

**STATUS:** This position is exempt, full time.

**Supervision Exercised:** Oversees the daily activities of On-PACE Program training associates and consultants.

### Essential Functions:

- Actively involved with daily operations of On-PACE, including administration, coordination, and evaluation of On-PACE training program.
- Active involvement with curriculum planning, member of training team
- Create and oversee virtual and classroom training schedules across multiple locations.
- Create and oversee experiential training across multiple locations.
- Collaborates with Program Managers to manage and track trainee information to ensure accuracy.
- Maintains compliance with all governing agencies and OnTrack policies, including enrollment process, trainee performance progress, and certifications.
- Supervises trainees.
- Maintains comprehensive trainee files.
- Plans, prepares, and delivers trainee orientations.
- Manages peer and counselor certifications.
- Ensures trainee learning objectives are met; adjusts curriculum as needed.
- Schedules all training and experiential work assignments.
- Oversees trainee documentation, including salary/stipend distribution.
- Interacts with licensing/certification agencies.
- Serves as primary point of contact with all trainers, including recruitment, documentation, scheduling, classroom setup, payment, and the trainer evaluation process.
- Creates formal program feedback process for both trainees and trainers.
- Recommends new approaches and best practices for continual program improvement.
- Assists the Communications Director and HR with outreach, recruitment, marketing, and publicity events related to the On-PACE program.
- Tracks trainee progress post-certification.

- Develops methods for continued communication.
- Alumni database development.

## **JOB REQUIREMENTS**

### **Experience and Skills Requirements:**

- Experience in planning, creation, and delivery of virtual and in-person, classroom-based training.
- Minimum two years of training and two years of administrative support experience.
- Excellent organizational skills.
- Adept written and interpersonal communication skills.
- Ability to establish rapport and provide individualized coaching and mentorship to trainees with diverse backgrounds and education levels.
- Excellent collaboration, teamwork, and problem-solving skills.
- Strong technology skills with proficiency in Microsoft Office applications (including Excel).
- Enthusiasm for learning.

### **Education/Licensure/Certification requirement:**

- LCSW, LPC, or LMFT licensure required.
- CADC III credential required, or obtainable within 6 months of hire
- Train-the-trainer certification by a recognized organization a plus.
- Proof of COVID-19 vaccination.

**Background:** Clear background check, drug screen and Medicaid exclusion list

**Work environment:** This job is primarily sedentary work and located in a standard office environment. Visual acuity is required for review of documentation, spreadsheets, and viewing of computer monitor. Local travel to various job sites for training is necessary.

**References:** Three professional references required to verify experience.

**Not Comprehensive List:** *This is not intended to be a comprehensive list of all duties and responsibilities and is representative of the scope of the work. The duties and responsibilities listed in this job description may be subject to change at any time due to reasonable accommodation or other reasons.*

*Upon signing this form, you agree with all responsibilities listed above and acknowledge receipt of the job description and acknowledge that you can perform all the essential functions of the position, with or without reasonable accommodation.*

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Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date