



A Medical Solutions Company

The Training Specialist will assist the Learning and Development Manager in the design and delivery of new hire and on-going staff quality training programs as required. The Training Specialist will utilize Instructional Systems Design methods to facilitate the achievement of stated learning objectives and to foster the desired levels of human and organizational performance. This includes designing, developing, delivering and updating training content and materials as required.

## **Job Title: Training Specialist**

**Reports to: Learning and Development Manager**

### **Job Responsibilities:**

- Assist with the Development and implementation of MTI's Training Infrastructure & programs.
- Consult with SMEs and others to build highly interactive, engaging, and effective learning solutions.
- Develop instructional content using a variety of media.
- Assist in providing "hands on" system and workflow processes training to both new and existing employees
- Capture and analyze performance data for continuous improvement.
- Performs quality assurance of documentation, systems, processes, and technical performance.
- Notifies Learning and Development Manager and VP of Operations of potential problems and makes recommendations to resolve them.
- Develop and maintain a continuum between the training and quality programs to ensure employee development.
- Perform all other duties as assigned which may become necessary to support departmental/organizational objectives.

### **Job Requirements:**

- Bachelors' Degree in business or relevant field from an accredited college
- Minimum of 1-year relevant experience in learning and development or operations.
- Strong critical thinking and decision-making skills
- Superior communication skills both verbal and written
- Effective project management skills and ability to manage multiple projects varying in scope and priority.
- Ability to partner and consult across a variety of functions and organizational levels on-site and at a remote location
- Experience performing Level 1, 2 and 3 evaluations.
- Proficiency in authoring tools (Storyline/Captivate) and/or other creative design software.
- Strong working knowledge of Microsoft Office (Word, Excel and PowerPoint). Visio and Outlook
- Healthcare, Workers Comp knowledge a big asset

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or Lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. May include lifting to 3 pounds for files, computer printouts on occasion.

For roles located in the field; this job is primarily active; the employee is regularly mobile and must be able to utilize transportation (such as driving), sit, use hands, and fingers speak, and hear.

**Auditory/Visual:** Hearing, vision, and talking. Specific vision abilities required by this job include ability see things from a close distance and ability to adjust focus

**Work Environment:** Utilizes fluorescent lighting; noise level is moderate. For the most part ambient room temperatures, lighting and traditional office equipment as found in a typical office

***The Job Description is subject to change at any time***

***MTI is an Equal Opportunity Employer***

***and a  
Drug-Free Workplace***