



**Position:** Trainer  
**FLSA Status:** Exempt  
**Job Status:** Full-Time  
**Reports To:** Training Manager  
**Supervises:** None

The Trainer is responsible for designing and delivering a diverse range of dynamic training programs and workshops meant to enhance performance and foster both individual and organizational effectiveness within the Continuum of Care. This role focuses on implementing innovative educational initiatives that empower staff and stakeholders to achieve improved outcomes and sustained improvements in service delivery and support systems.

#### **Reasonable Accommodations Statement**

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and deliver trainings relevant to organizational and (CoC) needs
- Create curriculum designs based on sound educational practices and training needs
- Actively research best practices and remain current on developments within homeless services
- Coordinate all aspects of assigned trainings, including scheduling, reserving venues, maintaining attendance records, and providing certificates of completion
- Work with internal teams, program managers, and frontline staff, to integrate training initiatives into organizational practices
- Facilitate training sessions in a variety of settings, including shelters and other homeless service locations
- Utilize interactive methods and adult learning principles to maximize participant learning and retention in Instructor-Led and Virtual training sessions
- Facilitate assessments and evaluations of training programs to measure effectiveness and impact on staff competencies and service delivery outcomes
- Work with internal teams, program managers, and frontline staff, to integrate training initiatives into organizational practices
- Build partnerships with external stakeholders, such as community organizations and educational institutions, to leverage resources and expertise in training delivery

#### **QUALIFICATIONS**

- Minimum 2 years of experience facilitating training
- Minimum 2 years of experience designing training curriculum
- Experience coordinating training events
- Associate's degree preferred

#### **COMPETENCIES**

- Proficiency in utilizing computer software and applications relevant to training coordination and delivery
- Ability to learn and fully use learning management software within the first 90 days of employment;
- Excellent oral and written communication skills with the ability to present information clearly and persuasively
- Strong training and coaching skills
- Ability to think critically and work independently
- Ability to work with individuals from diverse backgrounds
- Organized and flexible
- Ability to collect, manage, and maintain training data with accuracy
- Strong organizational skills with the ability to manage multiple projects and deadlines effectively
- Knowledge of best practices in adult learning, curriculum development, and instructional design

#### **WORK BEHAVIORS**

- Represent Partnership Home in a professional manner at all times
- Desire and commitment to prevent and end homelessness
- Maintain confidentiality of clients served
- Maintain high ethical standards
- Work collaboratively with other personnel and/or service providers or professionals
- Work independently
- Maintain professional boundaries

#### **GALLUP CLIFTON STRENGTHS ALIGNMENT**

- Harmony
- Arranger
- Activator
- Communication
- Positivity

#### **WORK ENVIRONMENT**

Office setting, mostly seated for long periods of time, walking/standing/lifting may be required. Occasional after hours and off-schedule time will be required to support major projects and special events, such as the annual point-in-time Homeless Count.

#### **STATEMENT ON DIVERSITY**

The staff, customers, stakeholders, and colleagues of the Partnership Home reflect the diversity of our community. Partnership Home's services conform to Federal Fair Housing Laws and the City of Fort Worth's public policies on non-discrimination. Employees of Partnership Home are expected to treat all persons with dignity and respect without regard to race, creed, color, sex, religion, disability, mental illness and/ or addictions (diagnosed or not), age, national origin, familial status, source of income, criminal background, sexual orientation, gender identity or gender expression.

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by

supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.