



# JOB ANNOUNCEMENT

**Workforce Development and Training Coordinator**  
**District 4 Public Health**  
301 Main Street  
LaGrange, GA 30240

**Minimum Target Hire-In Annual Salary: \$45,000\***

**\*Salary offered will be based on Education and Experience**

## **Job Description:**

Responsible for assessing, planning, coordinating and conducting training sessions for the agency. Performs end-to-end learning and development. Evaluates training and learning outcomes in relation to functional and/or technical training activities. Supervises, guides, and/or instructs the work assignments of the HR Recruiter.

## **Job Responsibilities:**

- Develops and conducts training, using a variety of techniques and formats
- Works closely with county managers and district supervisors to assess training needs
- Conducts Monthly New Hire Meeting and Quarterly New Employee Orientation
- Actively participates in District 4 Accreditation process
- Sustains current Workforce Development Plan and revises as necessary to meet the organization's needs
- Guides training and development program and carries out trainings that meet organization's needs
- Works with partners such as Mercer University, Region IV Training Center and our Employee's Assistance Program through ESPYR to maximize our training partnerships
- Assists HR Director with special projects as needed
- Assists HR Director with policy development
- Must abide by strict confidentiality requirements and all HIPPA guidelines
- Position requires employee to be detailed oriented; must be able to work efficiently and independently
- Self-starter. Ability to multi-task, set priorities and manage time effectively

## **Minimum**

### **Qualifications:**

Vocational/Technical degree in a directly related area from an accredited college AND Two years of experience providing educational, training or instructional services to functional area OR High school diploma or GED AND Five years of area specific experience, One year of which in a lead/supervisory capacity.

## **Preferred**

### **Qualifications:**

Bachelor's Degree in related field; 3+ years of experience providing educational, training or instructional services. Public Health experience. Minimum 1-2 years supervisory experience. Microsoft Office experience (Word, Excel, PowerPoint). Must demonstrate excellent presentation skills. Exceed or other Learning Management System experience is a plus.

**Note: As part of the interview process, candidates chosen for interview will be required to develop and present a brief training on a topic selected by hiring manager.**

**Deadline for applications: January 25, 2019 – (Position Open Until Filled – subject to close at any time)**

*\*Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time, once a satisfactory applicant pool has been identified.*

**To Apply, please go to <http://team.ga.gov/>**

**Click on "My Career"**

**Then "Job Openings"**

**Keyword: ADM06PN**

### **\*District 4 Public Health is an Equal Opportunity Employer\***

*The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.*

Applicants chosen for employment will be subject to:

Criminal Background Check/Fingerprinting & Reference Checks