

## Training Specialist



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| <b>Reports To:</b>          | Vice President, Hanna Institute |
| <b>Department:</b>          | Hanna Institute                 |
| <b>FLSA Classification:</b> | Exempt                          |
| <b>Salary:</b>              | 85K-93K                         |
| <b>Date Updated:</b>        | May 2023                        |

## Job Description

### About Hanna Institute

As a leading provider of trauma-informed care training in Sonoma County and Northern California, Hanna Institute is dedicated to advancing nonviolent communication, social justice, and trauma recovery. We do this by bringing trauma-informed care to the people and places most impacted by trauma and violence. By raising public awareness, transforming agency practices and culture, and teaching strategies for self-care and recovery, we are helping transform our communities.

### Description

The Training Specialist is responsible for designing, developing, and delivering training programs to healthcare professionals, social service providers, educators, and community members on trauma-informed, trauma-responsive, and healing-centered practices. Deeply knowledgeable of culturally-responsive and social justice-informed trauma-responsive practices, the Training Specialist will provide learning and professional development opportunities for individuals on the impact of trauma on brain, body, and behavior, as well as foundational principles of trauma-informed care in their respective field(s). The Training Specialist will also provide learning, guidance, and consultation to organizations seeking to implement trauma-responsive and healing-centered practices. The Training Specialist will report to the Hanna Institute Vice President and work closely with the Training & Consulting Manager and Digital Learning Manager to support the continued transformation of Hanna as a community-accountable leader in trauma-informed, trauma-responsive, and healing-centered professional development. This position is a hybrid-remote position in California.

### Principal Duties and Responsibilities

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

### **Curriculum Development**

- Using best practices in adult education and instructional design, plan and develop Hanna-branded training curricula to support intended course goals and outcomes.
- Produce training materials, including PowerPoints, facilitators guides, participant materials, and other content as needed to support a variety of learning formats, including in-person training, live webinars, instructor-led distance learning, online course moderation, and certificate/ continuing education
- Teach existing curriculum with a high standard of fidelity, utilizing an equity-focused, Universal Design for Learning and a trauma-informed approach
- Support and advance the development and revision of online courses by providing content to Digital Learning Manager and reviewing lessons and supporting resources to ensure content accuracy and learner engagement.
- Evaluate, adjust, and continuously improve instructional materials.

### **Training**

- Represent Hanna Institute at conferences, workshops, and other professional events related to trauma-informed care
- Deliver in-person and online trauma-informed care training to professionals, such as healthcare providers, educators, social workers, and city government employees.
- Provide support to external faculty or SMEs in a variety of learning formats

### **Evaluation**

- Collaborate with Hanna staff to create Hanna Institute evaluation strategies for assessing client/participant learning achievements.
- Collaborate with Digital Learning Manager to ensure all Hanna Institute digital learning is evaluated and revised accordingly.
- Assist with drafting reports and analyses to fulfill grant and accreditation requirements, including but not limited to surveys, focus groups, and interviews.
- Evaluate the effectiveness of trauma-informed care training programs and adjust them as necessary.

## **Knowledge, Skills, and Abilities**

- Deep commitment to equity, social justice, and improving community health and well-being
- Thorough knowledge of the neurobiology of trauma, trauma-informed practices, and systems, protective and resilience-building factors in youth development practices
- Willingness to teach and adapt existing curriculum and create new curriculum as needed
- Knowledge of critical race theory, race-based traumatic stress
- In-depth knowledge of adult learning principles and methodology, curriculum design and development models, regulations, and practices
- Significant training and teaching experience and comfort speaking to diverse and large audiences as well as smaller groups
- Analytical skills to conduct analysis and develop recommendations, demonstrating organization and problem-solving skills
- Ability to manage multiple competing deadlines in a fast-paced and supportive environment
- Demonstrate a willingness to continue learning, growing, and developing personally and professionally.
- Valid CA state driver's license
- Master's Degree preferred; Psychology, Social Work, Marriage/Family Therapy or Public Health
- Ability to train/communicate in both English/Spanish highly desired but not required

## **Comments:**

- Must clear background check for a Community Care Licensed facility, including physical, tb and drug test.
- Sit for extended periods of time and the ability to manage repetitive hand/wrist movements while using a computer keyboard and/or the phone.
- Bend, squat, stoop, and walk-up flight of stairs.

- Lift and/or carry up to 20 lbs., occasionally. Duties are primarily performed in an office environment at a desk or computer terminal.

*Hanna is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status*

### **Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice

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