

## Job Description – Training Specialist

### **Position Summary:**

The purpose of the position is to provide English, Cultural Orientation, Employment Readiness, Financial Literacy, driver education, health classes, and referrals through the adult education program at Exodus.

### **Responsibilities:**

1. Teach Cultural Orientation (CO) workshops to newly arrived clients.
2. Administer English language assessments and make relevant referrals.
3. Teach Employment Readiness Training (ERT) and Financial Literacy Training (FLT) workshops to newly arrived clients, as well as to other clients referred by agency staff.
4. Teach Youth Cultural Orientation workshops to newly arrived families with children in the school systems.
5. Assist the lead English instructor in teaching English as a Second Language (ESL) classes both virtually and in-person to Exodus clients.
6. Take referrals for specialist training support for refugees and provide in-home or group trainings on various topics such as health, navigating systems, etc.
7. Administer programming through the intake of new students, scheduling classes, reserving interpreters, arranging transportation, communicating with appropriate staff, and recording attendance.
8. Provide follow-up and assistance to clients who are absent from classes.
9. Administer assessments upon clients' completion of Cultural Orientation, securing interpretation and other assistance as needed, as well as grade and file the assessments.
10. Develop curricula as well as educational resources for Exodus clients.
11. Assist with providing referrals to other education opportunities in the community, including ESL, HSE, and higher education opportunities.
12. Work with the educational program staff to ensure that trainings are delivered with the highest quality and with consideration for the needs and learning styles of adult English language learners.
13. Detail client interactions in accordance with program requirements. Input client information in database(s) and assist with tracking and reporting as needed.
14. Use personal, insured vehicle and/or public transportation (where available) to travel and transport clients and materials as needed throughout the service delivery area.
15. Collaborate effectively with coworkers and partner organizations. Build and maintain relationships with area service providers for the benefit of clients.
16. Ensures that program goals and outcomes are achieved.
17. Attend weekly staff meetings.
18. Participates in Exodus staff trainings and development activities.
19. Participates in the on-call ER/Airport rotation.
20. Performs other duties as may be required by supervisor.
21. Reports to Manage of Self-Sufficiency Programs.

### **Position Criteria:**

- Must have a bachelor's degree with training and certification in ENL education.
- Preferably have a minimum of two years of experience in teaching ENL.
- Must possess strong interpersonal and record-keeping skills.
- Must be PC proficient, with competency in Microsoft Office applications.
- Must be a self-starter with a high level of organizational skill, flexibility, and commitment to working with immigrants of humanitarian concern.
- Must be able to function as part of a team.
- Must have a safe vehicle, valid license, and 100,000/300,000/100,000 auto insurance to transport clients.

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Signature of Employee

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Date

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Signature of CEO

Date