

## **Director, Training and Consultation Services**

This position will be responsible for the development, delivery and marketing of training material as well as conducting presentations/seminars related to the advocacy and improvement of Supported Employment / Transition services for individuals with IDD throughout NJ. To be successful in this role, you should have experience designing educational materials, and conducting both in-person and virtual training.

### **Responsibilities**

- Develops, delivers and monitors training programs and activities that promote competitive integrated employment for individuals with IDD.
- Contacts and utilizes outside vendors and resources for instructional training and technology
- Initiates a process of consultation, needs assessment and service analysis to identify goals and objectives that facilitate improved provider performance in the areas of service quality, documentation, program growth, etc.
- Provides in-person and virtual training services throughout the state of New Jersey. A percentage of your time may be spent traveling to training sites throughout the state
- Tracks and document training attendance and completion
- Maintains a database of all training materials and SE providers in NJ
- Markets services of the TCS program to supported employment providers, community rehabilitation providers, school districts and other stakeholders.
- Maintains active professional relationships with other training entities providing supported employment services and training services throughout the state of New Jersey.
- Outreach to and represent The Arc of New Jersey and TCS on any councils, committees, conferences and task forces relevant to Supported Employment and Transition.

### **Skills**

- Able to analyze problems and strategize for better solutions
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel), and instructional software
- Experience with technologies and best practices for instructional and teaching platforms
- Utilize technology to increase efficiency and organization practice
- Excellent interpersonal, communication and presentation skills
- Proactive self-starter
- Patience and a positive attitude
- Ability to work independently and as a team

### **Education:**

- Bachelor's (Preferred)

**Experience:**

- supported employment / working with people with IDD: 3 years (Preferred)

**License/Certification:**

- Driver's License (Preferred)