



Cleveland Municipal Court Probation Department-Job Posting

Job Title:	Probation Training Coordinator	Salary Grade:	5
Department:	Probation	Salary Range:	\$40,493.00-\$48,410.00
Reports To:	Probation Supervisor	Date Created:	April, 2008
FLSA Status:	Exempt	Date Revised:	November, 2017

POSITION SUMMARY

The Training Coordinator reports to the Chief Probation Officer. This position is responsible for creating, implementing, and coordinating a training curriculum for all Probation Department employees via internal and external providers to support a comprehensive training plan. This position is also responsible for managing travel coordination as it relates to training and daily field travel. The Training Coordinator also supervises summer student aides and student interns assigned to the department. Will also be responsible for all compliance tools utilized by the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: (Other duties may be assigned.)

1. Actively seeks and develops training opportunities with an emphasis on programming that can be provided in the most cost efficient manner to the department.
2. Organize a calendar of training events for all department employees.
3. Conduct needs assessment of staff for the purpose of developing training opportunities.
4. Negotiate with seminar vendors for best possible training rate when sending officers to external training seminars.
5. Document training attendance and tracks accumulated training hours, reporting to department supervisors and management staff on a quarterly basis.
6. Communicate with the Court Administration to provide the total department training hours and to assure that our training policy supports the court's plan for training and development.
7. Maintain confidentiality of all training records.
8. Deliver training presentations to outside agencies and departments within the court.
9. Attend appropriate supervisory meetings to work with supervisors to develop training opportunities and communicate training plans.
10. Develop and maintains relationships with professional organizations in the following fields: community corrections, social work, chemical dependency, psychology/psychiatry, education/academics.
11. Educate department staff regarding new or relevant information as it relates to the performance of their job duties.

12. Upon request, provides research on topics that implicate Court/Probation Department operations or programming when requested by the Chief Probation Officer.
13. Attend at least 40 hours of "train the trainer" training/workshops.
14. Conduct hands-on training sessions for Probation staff.
15. Coordinate and monitors new hire training schedule and presents training orientation which includes tours of the Court, the Justice Center, the Satellite offices, the Cleveland House of Corrections, and other agencies that work closely with the Probation Department.
16. Work with Court Administration to supervise summer students in the Summer Student Aid Program who are assigned to work in Probation.
17. Supervise all travel/training expense requests and act as a liaison with the Court Administration.
18. Maintain all necessary forms for travel, training and related expenses.
19. Review all travel/training expense requests to ensure accuracy, appropriateness and timeliness. Process expense requests and disbursements.
20. Will assist Court in the connection, follow up, and collecting of all compliance tools.

Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all job duties performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

None

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

1. Strong computer, communication and presentation skills are required. Public speaking experience is also helpful.
2. This individual must possess the ability to exercise maturity, good judgment, tact, and diplomacy. Computer, organizational, and planning skills are essential.
3. The ability to communicate ideas with clients, judges, probation officers, attorneys, administrators, treatment providers, social service agencies and the general public is required.
4. Knowledge of media presentation equipment.

5. Good written and verbal communication skills.
6. Excellent planning and organizational skills will help the employee to succeed in this position. The ability to manage multiple tasks and varied employee schedules is critical to executing the training plan.
7. This person will be expected to escort employees on training field trips and may be required to attend out of office meetings; therefore, a valid Ohio driver's license and reliable transportation are necessary.

EDUCATION and/or EXPERIENCE

A Bachelor's Degree in Social Work, Education, Communication, or related fields required. At least three years' experience as a Probation Officer required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day work testing period.

PLEASE NOTE APPLICATION PROCEDURE:

Thank you for your interest in the Training Coordinator position

- You may apply at: www.clevelandohio.gov/careers.
- Only qualified applicants will be contacted to move forward in the interview process.
- Accepting applications until Monday, July 20, 2018.

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