



Job Description

Job Title: Onboarding and Training Specialist, Grade 5
Reports to: Employee Relations Manager
FLSA Status/Schedule: Non-Exempt; 37.5 hours per week
Location: Syracuse based with expected travel to satellite locations

ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.

Job Summary:

The Onboarding and Training Specialist will support the ARISE mission by working collaboratively as part of the Human Resources team to deliver effective, quality trainings. These trainings may include but are not limited to: new hire orientation, CPR/First Aid, SCIP-R, and OPWDD Required Initial Training. It is expected that the Onboarding and Training Specialist consistently represent ARISE professionally by using the highest ethical standards in all situations.

Qualifications:

- Bachelor's degree required, or equivalent combination of education and experience
- Demonstrated effective verbal communication skills needed to: capture and maintain the attention of audiences of various sizes and composition; deliver information; and respond effectively to questions
- Demonstrated proficient computer and writing skills needed to: create and maintain excel spreadsheets; send professional correspondence inside and outside of the agency; create and maintain trainings via Powerpoint; and learn and teach databases utilized by ARISE
- Clean driver license and reliable transportation to travel to various ARISE locations to deliver trainings and act as a Human Resources representative, as needed

Essential Functions:

- Engage all levels of the agency in high quality learning and professional development
- Provide Independent Living Center (ILC) history and philosophy training
- Support employee training strategies:
 - Review needs (relevance, quality measures)
 - Develop curricula
 - Assure engaging presentations on a broad scope of topics
 - Measure outcomes, feedback, make recommendations for improvements
- Revise and update training modules accordingly
- Successfully deliver required training on a regular, bi-weekly basis
- Cultural competence proficiency, including but not limited to connecting interpreters for trainings that include employees for whom English is a second language
- Input, update and maintain training databases, spreadsheets, etc.; produce reports on a regularly scheduled basis
- Research resources; recommend effective tools to impart learning
- Support in the background screening process for potential employees

- Support HR processes which may include but are not limited to: generating DocuSign forms; entering new employees into our HRIS (ADP Workforce Now); participating in large projects such as extensive mailings; and functioning as auxiliary support when other members of the Human Resources team are unavailable
- Actively participate in supervisory and agency meetings
- Uphold the codes of conduct and ethics as well as all ARISE policies and procedures
- Exercise sound judgment as a matter of course and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Travel to various sites as needed
- Other duties as assigned

Benefits:

- Generous paid time off includes:
 - 12 holidays
 - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start as soon as the first of the calendar quarter following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment