



Vacancy Announcement

Title: Training & Development Specialist
Reports to: Human Resource Manager
Location: Yreka, CA
Salary: Salary Grade 8, depending on experience
Classification: Full Time, Regular, Non-Exempt, Non-Entry Level

Summary: This position actively searches, creatively designs and implements effective methods to educate and develop team members in departmental curriculum and leadership while supporting Human Resource processes by providing training to departments for growth and retention.

Application Deadline: *May 24, 2022 by 5:00pm*

Applications are available at all Tribal Offices or on the Internet at www.rainrockcasino.com, just click on the tab for Employment link. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.rainrockcasino.com or by contacting the Human Resource Department, Telephone: (530)331-8258, Address: 777 Casino Way, Yreka, CA 96097

Email: dbernal@rainrockcasino.com



Position Description

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Essential Duties and Responsibilities:

1. Conducts new hire orientations for new team members.
2. Responsible for compliance with sexual harassment trainings.
3. Collaborates and communicates effectively with team members, subject matter experts and all levels of leadership to continually create new, update and enhance existing, training programs.
4. Proactively builds relationships with departments to effectively complete training and development needs assessment. Translates those needs into concrete options for learning solutions, ensuring the impact is measurable and linked to business goals.
5. Designs and develops trainings for multiple modalities, such as face-to-face, blended learning, and eLearning, and creates professional level performance support programs and materials that incorporate innovative learning methods and best practices in adult learning theory.
6. Strengthen the leadership and members of the organization. Helping them understand goals and objectives through policy review workshops.
7. Oversee training, development, and long term staffing strategies.

8. Communicate and demonstrate the company Brand/Mission/Service Basics/Core Values and foster positive employee relations.
9. Generate and lead change initiatives with a positive, high energy, enthusiastic approach. Influencing others to accept and work through change.
10. Effectively facilitates training and development activities for varied topics to all levels of the organization, demonstrating knowledge of adult learning principles and adjusting teaching style to meet the needs of students. Maintains professionalism, poise and clarity when challenged in the classroom.
11. Aid in internal career development for team members i.e. transfers and trainings.
12. Provide additional training to help team members improve their skills.
13. Participate in service quality committee meetings: Recognition, Communications & Service Recovery.
14. Maintain employee confidence and protect operations by keeping human resources information confidential.
15. Assist in day to day operations and special projects of the Human Resource department.
16. Works with staff to ensure of Team Member reviews and evaluations are handled in accordance with company policy.
17. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

POSITION QUALIFICATIONS:

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.

Energy – Consistently maintaining high levels of activity or productivity; sustaining long working hours when necessary; operating with vigor, effectiveness, and determination over extended periods of time.

Building Customer Loyalty – Effectively meeting customer needs; building productive customer relationships; taking responsibility for customer satisfaction and loyalty.

Customer Focus – Making customers and their needs a primary focus of one's actions; developing and sustaining productive customer relationships.

Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.

Managing Work (includes Time Management)- Effectively managing one's time and resources to ensure that work is completed efficiently.

Work Standards – Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.

Level of Authority & Restrictions

This position has no supervision responsibilities.

Work Conditions & Environment

While performing the duties of this job, the employee regularly works in an office setting.

1. The noise level in the work environment is usually loud.
2. Must be available to work in a smoke-filled environment.
3. Must be able to multitask.
4. Must be able to handle mental and physical stress.

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear.

Required Education and Experience

1. High School Diploma
2. Three years' experience in HR and/or training and development preferred.
3. Strong project management skills with demonstrated ability to prioritize, meet deadlines, and work on several projects simultaneously.
4. Demonstrated success in needs assessment, instructional design and measurement, and training facilitation and classroom management skills.
5. Knowledge and experience with eLearning development tools.
6. Strong organization, evaluation, assessment, and decision-making skills.
7. Advanced interpersonal, listening, and oral and written communication skills.
8. Strong Microsoft Office skills including PowerPoint, Word and Excel required.
9. A self-directed, positive, adaptable and flexible team player is essential.
10. Ability to work effectively individually and in a collaborative, team environment, and knowledge of HR processes.
11. Experienced in a high-paced setting casino/resort operations atmosphere.

Additional Skills and Abilities:

1. Ability to maintain strong, positive relationships and influences and guide others.
2. Ability to remain approachable and accessible to team members on all shifts.
3. Able to work confidently and timely and at advanced levels in needs assessment determination, curriculum development, team member performance and growth activities.
4. Strong communication and presentation skills.
5. Must be organized, detailed orientated, accurate, able to work independently on assigned tasks, work under pressure, and display strong customer service skills.
6. Strong computer skills including MS Office and ability to adapt to department specific programs.
7. Must obtain a gaming license

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____