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Title:** Learning and Development Specialist

**CENTRAL FLORIDA HEALTH CARE, INC.  
POSITION DESCRIPTION**

**Reports to:** Director of Training and Development

**FLSA Status:** Non-Exempt   
**Personnel Supervised:** None

**POSITION SUMMARY:**

The Learning & Development Specialist is committed to creating and fostering a diverse work environment where everyone can succeed. The person in this role will possess exceptional verbal and written communication skills, both interpersonally and on a technical level. This position is high profile and impactful across all lines or our organization. This person will serve as an educational resource for both our clinical and non-clinical staff. The L & D Specialist will assist with the planning and execution of CFHC’s training and education program company wide, primarily focused on the clinical side. This role will help in overseeing the assessment, design, delivery and measurement of training programs across the company. This role collaborates with the Director of T & D and leadership to identify training and development solutions to support the needs of the company. This role seeks new and innovative learning approaches and considers the learning styles of a diverse workforce. This position will also monitor and measure effectiveness of all learning programs, while identifying emerging instructional and technology trends for the development and delivery of leading edge blended learning offerings.

**MINIMAL QUALIFICATIONS:**

Event Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short Description of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Bachelor’s Degree in Organizational Development / Nursing **or** equivalent combination of education and experience.
2. Experience in a Health Care environment strongly preferred.
3. Proven track record of developing a learning strategy and related program components.
4. Familiarity with a wide array of adult learning principles.
5. Experience delivering training preferably within the health care field.
6. Experience with Microsoft Suite of products, Learning Management Systems (preferably Relias) and other training technologies.
7. Ability to travel locally to CFHC facilities.
8. Strong business acumen, problem solving and communication skills
9. Experience with Athena Health preferred

**RESPONSIBILTIES AND PERFORMANCE EXPECTATIONS include, but are not limited to, the following:**

1. Inspire others and provide training support in all areas of CFHC.
2. Assist in developing company-wide training solutions, strategy and vision.
3. Assess the learning needs of the clinical and non-clinical staff company wide.
4. Facilitate the development of education programs that respond to patient/family needs.
5. Follow up with new employees throughout the On-Boarding process to assist in determining additional training needs.
6. Collaborate with Leadership to assess training gaps, organizational development needs for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.
7. Identify, train and re-educate employees when deficiencies are uncovered.
8. Provides training for clinical processes and or system implementations.
9. Prepare and maintain training materials.
10. Assist with developing and maintaining training elements (i.e. various training development roadmaps, communication plans, facilitator guides, training documentation, training assessments, etc.).
11. Facilitate our LMS system (Relias) to ensure relevant course offering, tracking enrollment and course completion.
12. Create engaging training and development solutions to be delivered in a classroom environment as well as delivered via eLearning tools.
13. Assist with the overall onboarding training, both clinical and non-clinical skill set development.
14. Help to create and maintain an “Employer Of Choice” work environment.

**COMPETENCIES:** Problem solving, Action minded, Collaborative, Communicates effectively, Drives engagement, Demonstrates self-awareness, Instills trust.

**PHYSICAL REQUIREMENTS: (Subject to Change)**

1. Standing/walking/sitting for long periods

2. Independently mobile

3. Ability to adapt and function in varying environments of workload, worksites and work shifts.

**I am able to perform these tasks without an accommodation. \_\_\_\_\_ YES \_\_\_\_\_ NO**  
**If no, list required accommodations.**

American with Disabilities Act (ADA) Statement: External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.

I have read and understand the contents of this position description.

**Employee Name:** ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee Signature:** ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please apply electronically at:** [www.cfhconline.org](http://www.cfhconline.org/)