



Training and TA Manager, WINTAC

National Disability Institute (NDI) has an opening for a motivated self-starter with experience in Vocational Rehabilitation field, along with WIA/WIOA implementation. This individuals will participate on a team to provide technical assistance and training to VR professionals on topics related primarily to the transition to the use of Common Performance Measures in reporting and program evaluation. Vision and customer service related to service integration by core and required agencies in an American Job Center is also desired.

JOB SUMMARY:

The function and purpose of the Training and Technical Assistance Manager position is to serve as a WIOA and performance subject matter expert to manage the training and technical assistance needs of State Vocational Rehabilitation Agencies (SVRAs) through direct contact, providing support in person and virtually via one-on-one discussions, webinars, Communities of Practice (CoPs) and web-based resources and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Including, but not limited to:

Responsibilities and duties of the Training and Technical Assistance Manager in coordination with the WINTAC team include:

- Develop a responsive and individualized multi-modal training and technical assistance platform to include webinar trainings, learning opportunities and supportive material development for grantees.
- Develop and implement targeted and tailored training and technical assistance based on identified state needs.
- Help resolve Job Center integration challenges, connect SVRA staff to responsive information resources and provide technical assistance on successful strategies to build a peer support system among SVRA staff in participating states.
- Serve as technical assistance and training support in the area of service coordination with workforce agencies and in regard to the use of the Common Performance Measures, while simultaneously addressing program (SVRA) specific elements.
- Perform on site visits to provide tangible hands-on training and technical assistance support.
- Ensure the accuracy of information in all NDI generated materials and communications with and between WINTAC Partner agencies and SVRAs.
- Engage in self-development activities to maintain and update professional knowledge and skills in areas of subject matter expertise and to expand awareness and knowledge level into new areas as directed by SVRA interest and/or WINTAC Leadership;
- Coordinate and collaborate, as appropriate, activities with both internal and external projects/partners to augment level of support and achieve mutually beneficial outcomes.

QUALIFICATION REQUIREMENTS:

Skills Required

The Training and Technical Assistance Manager position should have the following skills set:

- Attention to detail
- Creativity and problem-solving skills
- Effective oral and written communication skills.
- Self-motivated and self-disciplined
- Ability to work independently

Education Required

- Master's Degree in Vocational Rehabilitation preferred, will accept related fields
- A Bachelor's Degree with 15-plus years of demonstrated success in a professional capacity in a related field may be substituted for the Master's Degree requirement

Experience Required

- Direct experience in the operation of a State Vocational Rehabilitation Agency in the State or Local level and/or Workforce Operations in a Workforce Investment Act Job Center
- Detailed knowledge of the Rehabilitation Act of 1973 and the Workforce Investment Act/Workforce Innovation and Opportunities Act.
- Demonstrated expertise in disability and employment issues.

Experience Valuable to the Team

- Served in a role providing technical assistance and training to Vocational Rehabilitation or Workforce Professionals
- Experience in VR or Workforce Program Monitoring at State or Federal Level
- Background with use of Common Performance Measures in evaluation and continuing service quality improvement.

Salary commensurate with experience. NDI offers employees a comprehensive benefits package, including a 401K and health insurance.

People with disabilities encouraged to apply. NDI is an equal opportunity employer.

To apply, please submit cover letter, resume, and writing sample to Gail Watson, Director of Finance & HR at gwatson@ndi-inc.org. by 12/6/17