

## **VP/National Director of Training and Workforce Development (VP level, depending on qualifications and experience)**

Position Summary: This VP/Director will play a vital role in our workforce strategic initiative as Phoenix House prepares our treatment programs and staff to successfully navigate new areas of service delivery and to thrive in a post-healthcare reform era. The Director will be expected to conduct an enterprise-wide needs assessment; implement a workforce development plan; and, accelerate training and credentialing of all clinical staff. S/he will also be tasked with increasing the relevance, effectiveness, and accessibility of training and education via improvement and enhancements to trainer capabilities; improved accessibility and scheduling; and, identified linkage between training and job performance, compensation, and promotion. S/he will supervise training staff located throughout the country and will work collaboratively with Regional Directors and Senior Management.

### Key Responsibilities

- Planning, development, implementation and evaluation of current and new training and staff development programs for PH nationally
- Oversight of the administration, fiscal and resource allocation of Training Dept.
- Assess current training practices and needs nationally, design and implement scientifically-supported staff training and development programs
- Ensure adoption of evidence based practices in all treatment & prevention programs
- Determine methodology, develop schedules, and select media for the effective implementation of training and development programs

- Use technology (web-based training, eLearning, etc) to pilot and implement training that will increase learning and measure performance.
- Develop partnerships with outside education programs, colleges, etc for training needs
- Spearhead National initiatives, be an effective Change Agent and develop others to work as Change Agents in their areas
  - o Work with Human Resources, Communications and Marketing, Regional Directors, Program Directors
  - o Supervise and develop all training staff and/or training consultants

#### Qualifications

- PhD (preferred) or Master's degree in education, training technology, or related field and sufficient relevant work experience in training/education in academic, clinical, or corporate settings.
- Proven multi-year record of effectively implementing large-scale training and development programs.
- Demonstrated competence as a presenter, educator, and train-the-trainer.
- E-learning experience and expertise essential.

#### Skills and Knowledge Required:

- Knowledge of adult learning, workforce development and e-learning strategies
- Experience with learning and learning content management systems, collaboration software, (e.g. SharePoint) and database programs (e.g. Access)
- Knowledge of addiction, substance abuse and mental health disorders, their evidence-based prevention and treatment methods a plus
- Excellent leadership and management skills
- Excellent interpersonal skills
- Demonstrated excellence in verbal & written communication

skills.

- Computer proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook), and Internet.

Reports to: Deni Carise, Ph.D., Senior Vice President & Chief Clinical Officer

Location: Phoenix House Foundation on the upper west side of New York City.

To be considered for this position, send your resume, cover letter and salary expectations to [dcarise@phoenixhouse.org](mailto:dcarise@phoenixhouse.org). To learn more about Phoenix House, visit our website at [www.phoenixhouse.org](http://www.phoenixhouse.org).