

American Red Cross
El Paso Area Chapter
Health and Safety Services

Job Title:	
Health & Safety Services Training Specialist	
Duties/Essential Functions:	
3. Community Training and Education	
Core Competencies	<ol style="list-style-type: none"> 1. Work with existing Chapter Instructors to ensure coverage for all scheduled trainings. Teach CPR/AED, First Aid, and Aquatics programs when another qualified instructor is unavailable. 2. Provide support services for all HSS courses. Set-up and take-down of materials needed for community courses; conduct weekly and monthly inventory to ensure sufficient materials are available for training needs. 3. Complete quality control/assurance for Chapter Instructors. Responsible for documenting results and directly working with HSS Management and Quality Assurance Committee to address concerns as found.
1. Community Outreach	
Core Competencies	<ol style="list-style-type: none"> 1. Serve as a primary point of contact for all community customers requesting training and general safety information. Responding to all messages within 24 hrs with assistance in registering individuals and small groups (max 7 people) for appropriate community training. 2. Work with HSS Staff to create a community training calendar (including Aquatics programming) that meets the needs of the community while staying within the means of the Chapter. 3. Ensure distribution of calendar and training opportunities using multiple media sources including, but not limited to, Chapter website and printed schedule.
2. Records Maintenance	
Core Competencies	<ol style="list-style-type: none"> 1. Maintain up-to-date and accurate company and instructor files for 5 yrs. 2. Responsible for complete processing of course records, ensuring certificate issuance within 10 days of record receipt. To include, but not limited to, checking for accuracy, data entry into CHERS/LMS database, issuance and distribution of appropriate certificates, preparation for billing, copying and filing.

3. Departmental Support	
Core Competencies	<ol style="list-style-type: none"> 1. Collaborate with HSS Staff to develop and evaluate strategies to train and retain HSS Instructors in all disciplines. 2. Constantly review latest versions of reference materials (e.g.~ MAPP, CrossNet, Instructor’s Corner) in order to be able to disseminate accurate Health & Safety information in accordance with American Red Cross policy and procedure. 3. Ensure compliance in the chapter with national American Red Cross Health & Safety Services policies and procedures.
Qualifications	
Education:	Associate’s degree in related field or equivalent successful work experience.
Experience:	<ul style="list-style-type: none"> • Previous Red Cross experience highly desirable, with knowledge of American Red Cross organization, services, policies and procedure. • Minimum 2 years experience working in the education field • Experience in organization and administration, with strong attention to detail and the ability to work with a high degree of accuracy. • Acquaintance with sound adult learning models.
Additional Skills Required:	<ul style="list-style-type: none"> • Ability to prioritize and complete key responsibilities in a timely manner. • Excellent customer service and problem solving skills • Ability to handle several tasks at one time and work productively towards several goals without continual supervision • Flexibility regarding interruptions and frequent shifts in priorities • Positive and professional attitude and demeanor to include excellent follow through. • Bilingual in English/Spanish • Proficient with MS Office software, including Word, Excel and Outlook
Health & Safety Services Certifications:	<ul style="list-style-type: none"> • Current Standard First Aid w. CPR/AED-Adult and Child plus Infant certification (or equivalent). • Current Authorization as Lay Responder FA/CPR/AED Instructor. • Current Authorization as CPR/AED for the Professional Rescuer r. 06 Instructor or ability to complete this certification within the first three (3) months of hire. • Current Authorization as Lay Responder FA/CPR/AED Instructor Trainer or willingness to embark on the process to complete within the first one (1) year of hire.