

**CANAR, Inc. (Consortia of Administrators for Native American Rehabilitation)  
TVR-CIRCLE Training Director**

**JOB DESCRIPTION**

<b>Position Title:</b>	TVR-CIRCLE Training Director
<b>Reports To:</b>	CANAR Executive Director
<b>Supervises:</b>	TVR-CIRCLE Administrative Assistant
<b>Time Commitment:</b>	Full-time employment
<b>Location:</b>	Virtual Office - may be located anywhere in the USA
<b>Annual Salary:</b>	Starting at \$45,000/negotiable Depending on Experience
<b>Benefits (Available after completion of 6 month probationary period):</b>	7% IRA Retirement Contribution \$350 paid toward employee's health insurance 12 paid holidays 20 Personal Leave Days

**General Functions:**

- **Job Knowledge:** Performs high level management of the TVR-CIRCLE grant ensuring all grant activities are carried out and monitored while directing and supervising all training activities. Understand the duties and responsibilities of the position; clearly understand the mission of CANAR and the goals and objectives of the TVR-CIRCLE and continuously works to promote and achieve its goals.
- **Initiative in fulfilling the goals of the organization:** Through interactions with VR partners, members, and federal entities, the incumbent recognizes issues that affect the organization, develops possible solutions and brings both to the attention of the CANAR Executive Director.
- **Communication:** Must be highly skilled in written and oral communication, and able to utilize current technology for thorough and quick communication to CANAR Staff, CANAR Executive Director, and CANAR Executive Board.
- **Dependability:** Accountable for all activities outlined within the TVR-CIRCLE grant and overall successful operation of the project. Must be available and responsive to all requests, issues, and concerns as they arise; output is expected to be thorough, accurate, and reliable.

**Essential Duties and Responsibilities:**

- Provide a draft annual work plan and draft annual RSA report to the CANAR Executive Director for review and preparation for submission to the Board and funding sources.
- Assure that the CANAR Executive Director is kept apprised of progress, accomplishments and concerns of the TVR CIRCLE mission
- Responsible for planning, scheduling, agenda-setting, coordination, and conduct of the Advisory Committee meetings

- Coordinate with the CANAR Executive Director to develop and continue strong relationships with the regional TACE programs
- Coordinate with regional and state rehabilitation partners such as other professional organizations, state agencies, and regional TACE programs, to carry out the TVR CIRCLE program
- Assure that all parties involved with the TVR CIRCLE program have a single point of contact for interaction and communication on TVR CIRCLE issues and concerns.
- Develop curriculum, training materials and other necessary resources for the provision of Training and TA carried out by the TVR CIRCLE program. This material will be submitted to the Executive Director and eventually to RSA for review
- Plan and coordinate the training activities annually for TVR CIRCLE providers (Train the Trainers)
- Assign the TA providers for requested TA visits and other training events based on their knowledge, experience and strengths in various content and skill areas
- Recruit potential TA providers for selection and service as necessary
- Monitor the TVR CIRCLE web site for quality of content and currency
- Maintain regular contact with the TVR CIRCLE providers via email and phone to assure they are clear about their roles, comfortable with materials and/or methodology and that their concerns are addressed appropriately and in a timely fashion
- Maintain Training Calendar with available dates of TA Providers and TA / Training events available to AIVR projects for planning purposes
- Maintain accurate training records and conduct regular training evaluations
- The Training Director is responsible for reviewing all RSA requests for TA letters, and conducting follow up with the programs receiving an RSA letter, in order to ensure that the programs are aware of the services and trainings offered by TVR CIRCLE and how it might assist them with TA needs
- Develop and maintain a training database to record the information needed for the annual RSA report
- Other duties as assigned

**Preferred Knowledge, Skills and Abilities:**

- Ability to Conduct Needs Assessment and Develop Curriculum
- Knowledge of Vocational Rehabilitation Process
- Knowledge of the Rehabilitation Act as amended, Code of Federal Regulations, EDGAR, and OMB circulars which apply to AIVRS
- Knowledge of tribal governments
- Excellent proficiency in computer skills, including MS Office and other standard office software
- Highly skilled in English composition, grammar, vocabulary, spelling and proofreading; written and verbal communication
- Highly skilled in writing reports that effectively communicate the goals, objectives and activities of the program

- Ability to effectively communicate, including public speaking, presentations, and conducting training
- Ability to prioritize workload and to make decisions and exercise good judgment
- High degree of sensitivity regarding confidential information
- Ability to work effectively with people from a variety of culturally diverse backgrounds
- Skill in developing and maintaining good working relationships
- Ability to travel frequently to sometimes rural areas throughout the country
- Ability to work under pressure, and independently with minimal supervision

**Preferred Qualifications:**

- Masters degree, preferred in Rehabilitation Administration, Rehabilitation Counseling or related fields
- Minimum of 10 years of experience within the field of Vocational Rehabilitation, preferably within American Indian Vocational Rehabilitation
- Strong and demonstrated experience in Developing and Providing Training and Technical Assistance
- Strong and demonstrated experience in grant writing, management, and report writing
- Strong and demonstrated experience in coordinating and planning meetings and events with an array of individuals from across the country
- Satisfactory completion of a state and federal criminal background check
- Ability to work professionally and independently with a minimal amount of supervision, and to function smoothly in a fast-paced office environment with frequent interruptions

**Hiring Preference:**

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants.

Preference shall also be given to eligible and qualified individuals with disabilities.

**Writing Sample:**

Applicants must submit an original writing sample with application.