

Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 800 people strong and growing!

You could play a key role supporting the **Subsidy Division!**

General Summary:

Under the supervision of the Subsidy Assistant Director, the Program Training Manager will be responsible for developing, implementing, and monitoring training programs within the Subsidy division. Oversight of training feedback, evaluates productivity, and oversees the process of Professional Development Plans. The Manager will work closely with the HR Training & Development Manager to blend, synergize and develop Subsidy with Agency offered staff development resources and trainings.

Key areas of responsibility include the ability to:

- Provide oversight of the program's training curricula including Case Management, Authorization, Payments, Databases and Subsidy's Supportive Services.
- Develop a training plan that addresses the needs of the Subsidy Division and collaborate with managers and supervisors to develop individualized plans for their staff.
- Maintain current knowledge of CCL, Title 22, Title 5, Funding Terms and Conditions and other federal, state and local regulations at all times.
- Create and implement an effective onboarding plan and determine training needs for new staff and in-service trainings.
- Analyze and evaluate reports determining the impact of training on employee skills and how it affects performance indicators.
- Maintain updated curriculum, module databases (LMS) and training records.
- Maintain a keen understanding of training trends, developments and best practices in Subsidy programs, Strength-based Case Management practices and Early Care and Education.
- Provide Train- the Trainer sessions for internal subject matter experts.

Job Requirements:

- BA/BS in Social Services, Business, Education, Human Resources or relevant field required. Master's Degree in Social Services, Business, Education, Human Resources or relevant field preferred; or minimum of three (3) years of equivalently related work experience in Training.
- Preferred experience of Subsidy Programs and Early Childhood Education with knowledge of Title 5, Title 22 and Community Care Licensing (CCL).
- Familiarity with traditional and modern training methods (mentoring, coaching, on-the job or in classroom training, e-learning, workshops and simulations, etc.)
- Valid California Driver's License, reliable vehicle, current auto insurance, and clean DMV record required.

At CCRC, passion and meaningful work is rewarded! We offer employees:

- Competitive compensation package
- Robust benefit offerings -Medical, Dental, Vision, and Voluntary Life Insurance
- Basic Life Insurance and Long Term Disability paid for by CCRC
- Employer Contribution and Employer Match in the 403(b) Retirement Savings Plan with 100% vesting
- Generous Time Off Policy-Vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities for learning and professional development, including education reimbursement
- Employee Assistance and Wellness Programs
- 501(c)(3) designation-You can apply for Public Service Loan Forgiveness!

We have doubled in size over the past 10 years. We provide child development and early education, workforce development opportunities, child care financial assistance, Head Start preschool and Early Head Start services and more for close to 50,000 parents, children, and child care providers each month in Northern Los Angeles County, including Antelope Valley, and the entirety of San Bernardino County, including an office in Victorville, serving a total geographic area of 22,500 square miles.

We are proud to be an EEO/AA employer M/F/D/V

CCRC will consider for employment qualified applicants with Criminal Histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

- Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities.
- Please view Equal Employment Opportunity Posters provided by OFCCP [here](#).
- The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions

cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)