Corporate Office
358 King Street, Suite 302
Fredericton, NB
E3B 1E3
506 455 0285

Bureau Corporatif
358 Rue King, Suite 302
Fredericton, N-B
E3B 1E3
506 455 0285

Provincial Training Coordinator

We are currently seeking candidates for the position of **Provincial Training Coordinator** to join our team.

VIVA Therapeutic Services was founded by Danielle Pelletier in 2005, to provide preschool aged children with autism spectrum disorder and their families with high quality, evidence-based services. At VIVA, our programs are dedicated to providing quality learning and making every teaching moment count. As a result of our programs' success, we have gained our government's confidence in our contracted services and currently serve nearly 700 families across the province of New Brunswick.

The position of Provincial Training Coordinator is a new position to our company. Reporting to the Clinical Director, the Provincial Training Coordinator is a member of the VIVA Learning Team responsible for supervising and supporting the Regional Training Instructors and ensuring consistency and standardization of Behaviour Interventionist training across the province. The Provincial Training Coordinator is part of the shared service model and works closely with the Regional Training Instructors to meet identified training needs. The Provincial Training Coordinator will support other VIVA Learning training initiatives in collaboration with the Clinical Director. This role will include: supervision of Regional Training Instructors, quality assurance, administrative support, and development and implementation of training.

Our Team:

At VIVA we value teamwork, integrity, quality, dignity, diversity, and joy! To be more specific, we love what we do! We focus on solutions and celebrate each child's learning. We work together as a close team; we care about each other and support one another to reach our personal and professional goals. We do the right thing for the well-being of our clients… being honest, accountable, and showing up every day! We seek open feedback, stay current with the research, and continuously strive to offer excellence in our programs. We respect individuality in all children and understand they have unique needs. We aim to learn more about each other, and to act with compassion and kindness.

Current Clinical Initiatives:

VIVA recognizes that the field of ABA is evolving and undergoing a shift in understanding how we can best support and honour our clients. Over the past year and a half, VIVA has been investing in training on "Today's ABA" approaches with Dr. Greg Hanley's company FTF Behavioral Consulting. We prioritize happy, relaxed, and engaged learners, and teaching from a place of joy. We offer empathetic, compassionate therapy in the child's natural environment.

We Offer:

- Competitive salary, starting at $27.04/hour
- Comprehensive group benefits plan
- Travel expenses
- Vacation and personal leave

- Cellphone allowance
- Continuing education opportunities

Sound like you?

If you want to make a positive impact in the lives of preschool children with autism, and the value statements above resonate with you, we would love to have you join our team.

Accountabilities include but not limited to:

Supervision of Regional Training Instructors
Providing onboarding and continuous professional development, evaluating performance, providing direction, and removing barriers to the success of the Regional Training Instructor team.

Quality Assurance
Conducting audits of BI training program implementation and measuring the effectiveness of training. Identifying opportunities for improvement and areas for growth.

Administrative support
Maintaining the calendar of BI training across the province. Overseeing the "request for training process". Supporting the Clinical Director with other administrative tasks related to training.

Training development and implementation
Under the direction of the Clinical Director, creating training resources, activities, and presentations. Contributing to the development and implementation of training processes. Offering presentations, workshops, and coaching in alignment with VIVA Learning initiatives.

Collaboration
As part of the VIVA Learning team, working in collaboration with regional teams and other shared services (HR) to ensure training processes are optimized to interface smoothly with regional operations and that training programs support the success of VIVA outcomes.

Qualifications and Requirements:

The ideal candidate will demonstrate the following:

Education and Experience

- Have completed post secondary education or training in a related field
- Have a minimum of 5 years of related work experience.
- Have 2+ years progressive supervisory experience.

- Experience in adult learning, coaching/training, and/or instructional design.
- Present a clear criminal record check, vulnerable sector check and Social Development prior contact check.
- Valid Driver's license and access to a vehicle as travel is required.

Skills

- Adept and competent with technology and software applications including the Microsoft Office Suite, Teams, and PowerPoint.
- Highly skilled in implementing behavioural programming.
- Exceptional abilities to work in and promote a team environment.
- Exceptional ability to develop others.
- Strong ability to deliver engaging and meaningful training activities.
- Excellent verbal and written communication skills.
- Exceptional ability to collaborate with others.
- Bilingual in French and English is an asset.

Attributes

- Embraces VIVA values of quality, integrity, dignity, diversity, teamwork, and joy for both our employees and our clients.
- A high level of emotional intelligence (self-awareness, self-regulation, empathy, and strong social skills)
- The ability to develop and maintain strong working relationships with peers, direct reports, and supervisors.
- A high level of professionalism and confidentiality.
- Able to multitask and work within a changing, high-energy environment.
- High degree of initiative and problem solving
- Organized

An equivalent combination of education, skills, and experience may be considered.

Interested applicants are invited to send a cover letter and resume to: hr@vivanb.ca

Application Deadline: August 11, 2023

We thank all applicants for your interest.