



<b>Project</b>	PA MMIS 2020 SI/DH	<b>Job Title:</b>	Training Manager
<b>Location:</b>	Harrisburg, PA	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Management	<b>Position Type:</b>	Full time
<b>Keywords: Medicaid, MMIS, MITA, Training</b>			
<b>Project Synopsis</b>			
<p>We have an exciting opportunity for a talented and experienced Training Manager to provide training support for the development of a new enterprise-level health IT modernization initiative. This position requires an individual with innovative problem solving skills, strong work ethic, and the ability to work collaboratively with large and distributed teams, including state government customers and other contractors. An understanding of the Medicaid environment and governance requirements for Medicaid Management Information Systems is strongly preferred.</p>			
<b>Job Description</b>			
<p><b>Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Provides internal training to project participants on the functionality and components of the solution*</li> <li>2. Leads a team of professional trainers</li> <li>3. Develops and delivers a comprehensive training plan to the customer</li> <li>4. Works with QA contractor to develop comprehensive onboarding training to stakeholders such as customer staff and other contractor staff*</li> <li>5. Develops materials and delivers initial training and follow-up training materials for various components of the technical solution*</li> <li>6. Creates and maintains training materials related to the onboarding of module vendors and internal training*</li> <li>7. Coordinates internal training activities with other stakeholders*</li> <li>8. Develops and delivers onboarding training to module vendors to communicate framework details, integration items, governance processes, and other project items*</li> <li>9. Develops materials and delivers disaster recovery training to team personnel. Coordinates with others to support the conduction of disaster recovery exercises on a bi-annual basis</li> <li>10. Develops materials and delivers onboarding curriculum to team personnel to include security policy</li> <li>11. Participates in change control board meetings to assess impact to training materials</li> <li>12. Manages changes and updates to approved training materials</li> <li>13. Manages versioning of training materials in an artifact library</li> </ol> <p><b>Qualifications and Education Requirements</b></p>			



1. Minimum of eight (8) years of experience leading a team responsible for creating training materials and directing training activities.\*
2. Experience with planning and implementing training activities\*
3. Experience working with diverse stakeholders and staff in training activities\*
4. Familiarity with a variety of technologies such as Oracle, Informatica, BMC Helix, and SharePoint\*
5. Understanding of Medicaid, MMIS, and MITA strongly preferred

**Preferred Skills**

- Ability to work collaboratively with a multitude of client representatives, other contractors, and stakeholders