Project	PA MMIS 2020 SI/DH	Job Title:	Training Specialist
Location:	Harrisburg, PA	Travel Required:	No
Level/Salary Range:	Professional	Position Type:	Full time

Keywords: Medicaid, MMIS, MITA, Training

Project Synopsis
We have an exciting opportunity for a talented and experienced Training Specialist to provide training support for the development of a new enterprise-level health IT modernization initiative. This position requires an individual with a strong work ethic, excellent communication skills, and the ability to work collaboratively with large and distributed teams. An understanding of the Medicaid environment and governance requirements for Medicaid Management Information Systems (MMIS) is strongly preferred.

Job Description

Responsibilities

1. Provides internal training to project participants on the functionality and components of the solution*

2. Delivers comprehensive onboarding training to stakeholders such as customer staff and other contractor staff*

3. Delivers initial training and follow-up training materials for various components of the technical solution*

4. Supports the maintenance of training materials related to the onboarding of module vendors and internal training*

5. Delivers onboarding training to module vendors to communicate framework details, integration items, governance processes, and other project items*

6. Delivers disaster recovery training to team personnel. Supports the conduction of disaster recovery exercises on a bi-annual basis

7. Delivers onboarding curriculum to team personnel to include security policy

8. Supports the updating and proper versioning of training materials in an artifact library

Qualifications and Education Requirements

1. Minimum of five (5) years of experience providing direct training for audiences with a range of IT skill levels*
2. Experience conducting virtual, face-to-face, and on-demand training*
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