

Everest Medical Centers | Havertown | Chester | Upper Darby

<https://everestmedicalpa.com/job/training-and-development-specialist/>

Training and Development Specialist

Description

We have opening for FULL-TIME Training and Development Specialist in our Upper Darby, Pennsylvania office.

Duties include:

1. Design and Delivery of Comprehensive Training Programs

- Design, develop, and implement targeted training programs for both clinical and non-clinical staff across multiple service lines, including urgent care, adult day care, homecare, non-emergency medical transportation, and nursing home operations.
- Conduct in-depth job analyses for various roles (e.g., Service Coordinators, Insurance Coordinators, Customer Service Representatives) to create role-specific learning paths.
- Apply instructional design principles and leverage educational technologies such as multimedia tools, training manuals, workflow diagrams, and job aids to enhance learning outcomes and operational performance.

2. Training Infrastructure Development and Continuous Improvement

- Build and continuously refine the organization's training infrastructure to support rapid growth and evolving operational requirements.
- Implement scalable training delivery models through learning management systems (LMS) and data-driven tools that ensure efficiency, consistency, and accessibility.
- Regularly assess training programs and processes for effectiveness, using feedback, performance data, and evaluation metrics to revise and enhance learning experiences.

3. Training Needs Assessment and Program Execution

- Conduct comprehensive training needs assessments in collaboration with department leaders and HR to align programs with organizational goals and compliance requirements.
- Deliver engaging in-person and virtual training sessions, including onboarding programs, compliance training, skill enhancement, and cultural integration workshops.
- Use both formative and summative evaluation techniques to measure training effectiveness and identify areas for ongoing improvement.

4. Compliance and Quality Assurance

- Ensure all training programs meet federal, state, and local healthcare regulatory standards, as well as internal policies and quality benchmarks.
- Partner with operational and clinical leadership to maintain training content that supports organizational integrity, risk mitigation, and accreditation readiness.
- Develop compliance-specific training modules and monitor staff completion rates and comprehension to ensure regulatory alignment.

5. Cross-Functional Collaboration and Organizational Development

- Collaborate with HR and department managers to support workforce development initiatives such as career path planning, succession planning, and organizational structure optimization.
- Facilitate company-wide learning initiatives including OKR implementation training, professional soft-skills workshops, and peer learning activities to strengthen team capabilities and promote a growth-oriented culture.

Hiring organization

Everest Medical Centers

Employment Type

Full-time

Job Location

6787 Market Street – Suite 101,
19082, Upper Darby, PA

Date posted

December 15, 2025

Date to be Removed

January 20, 2026

- Promote interdepartmental communication through training and coaching to enhance collaboration, streamline workflows, and support strategic decision making.

Special Requirements:

Position requires

Master's degree in Human Resource /Organizational

Development/Education/Instructional Design or a related field plus at least one year of work experience as an Education/Training Specialist or related.

Please mail resume and salary request to

EVEREST EB5 CAPITAL LLC

6787 Market St.

Upper Darby, PA, 19082