

# 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