

### **Position Description:**

**Mental Health Resource Center**, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Trainer** to join its team in the Jacksonville Area.

The Trainer is responsible for the development of an agency-wide training plan based on the community needs assessment, staff surveys, quality improvement activities, measurement-based care (MBC), and evidence-based practices (EBPs) to be used in service delivery. The trainer will obtain required train-the-trainer certifications and will provide training to agency staff and community partners. The position will be responsible for scheduling all trainings, collecting a roster of all training attendees, and developing pre- and post-testing to evaluate competency in training topic. The position will be responsible for collecting data and developing training reports for program management.

### **Some of the responsibilities of the position include but are not limited to:**

- Identifies staff, community partners and community training needs and resources.
- Develops an agency-wide training plan with emphasis on Certified Community Behavioral Health Clinic (CCBHC) standards.
- Identifies training schedule and develop training announcements.
- Conducts trainings for staff, community partners and other community members as identified by supervisor.
- Coordinates with approved staff for CEU eligibility as applicable to training.
- Maintains staff training rosters and coordinates tracking of attendance and CEU documentation with the Human Resource Department.
- Evaluates and reports on effectiveness and satisfaction with training programs.
- Provides training as needed based on quality improvement activities, staff surveys, implementation of new measurement based care tools, evidence-based practices and/or policy or procedure changes.
- Becomes proficient in the Electronic Health Record system and serves as a resource for staff in problem solving, pulling reports, and documenting CCBHC activities in accordance with CCBHC standards.
- Ensures trainings are current and reflect evidence-based training methodologies
- Recommends staff development activities based on quality improvement activities, supervisory requests, and staff feedback.

### **Position Requirements:**

Bachelor's degree in Social Work or a related Human Services field from an accredited university or college (a related Human Services field is defined as one in which 30 hours of course work includes the study of human behavior and development) and three years of experience working in the behavioral health field required.

**OR**

Master's degree in counseling, social work, psychology, criminal justice or a related Human Services field one year of experience working in the behavioral health field required

Experience working with adults with serious mental illness preferred.

Experience providing formal training preferred.

Working knowledge of Microsoft Office Programs, Outlook, and use of the Internet.

Working knowledge Microsoft Excel for tracking purposes.

Working knowledge of PowerPoint to create and provide training presentations.

Proficiency in the RBHS/MHRC Electronic Health Records (EHR), Evidence Based Practices, fidelity tools, Measurement Based Care (MBC) standards and tools, outcome measure, guidance documents, and CCBHC standards demonstrated within three months of employment.

Strong communication skills are essential and this individual must be able to interact appropriately with internal and external customers, including staff, supervisory staff, surveyors, auditors, SAMHSA staff, and other stakeholders and reviewers.

**Position Details:**

This position is a Full Time Days position. Some training may need to be provided outside of normal business hours.

***This full time position offers a comprehensive benefits package.***