**Job Posting**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>14055 Training Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Training/Client Rights Specialist</td>
</tr>
<tr>
<td>PERCENT OF TIME</td>
<td>100%</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>14055</td>
</tr>
<tr>
<td>PROGRAM</td>
<td>Organizational Resources</td>
</tr>
<tr>
<td>UNION STATUS</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>SALARY</td>
<td>$45,773 - $52,638</td>
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**SUMMARY:**

Working across all areas of the Journey Mental Health Center and consistent with JMHC’s mission, values and vision, this position is responsible to the COO for the function of staff training and education including assessment, development and oversight.

**QUALIFICATIONS:**

**Essential**
- Bachelor-level degree and five years relevant staff development experience
- Strong organizational, coordination and leadership abilities
- Ability to work independently and as a team member
- Background and knowledge of behavioral health, human services or healthcare
- Demonstrated knowledge/skills relating to cultural competence and consumer recovery
- Ability to design trainings with outcome measures
- Effective verbal communication, facilitation and presentation skills
- Effective written communication skills
- Demonstrated facility with a wide range of computer operations and software

**Preferred**
- Bi-Lingual, preferably English/Spanish
- Experience/knowledge with Macintosh computer system
- Knowledge of state credentialing requirements for licensed behavioral health employees
- Knowledge of federal/state requirements for OSHA, CARF, HIPAA, etc. as related to required training for employees
- Mental Health and/or Substance Use Disorder clinical background

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Human Resources/Payroll
Phone: (608) 280-2430
Fax: (608) 280-2575
RESPONSIBILITIES:

A. TRAINING/EDUCATION (High Responsibility - 100% Effort)

1. Provide on-going assessment of agency-wide training needs and priorities
2. Develop, coordinate and facilitate an ongoing agency training and education curriculum reflective of the agency's mission and values, including those related to cultural competence, recovery focused and trauma informed treatment
3. Design and produce educational and training materials as needed including those accessible on-line
4. Seek qualified internal and external trainers and facilitate their understanding of JMHC's training needs
5. Develop own skills as a trainer to meet the agency's needs related to cultural competence, confidentiality and treatment rights
6. Provide on-going resources and information to staff regarding internal and community training/education opportunities
7. Facilitate community partnerships as it relates to training and educational opportunities
8. Provide consultation and resources to individuals or JMHC programs to promote their own learning and education
9. Develop and maintain knowledge of employee training requirements as regulated by federal, state and certification mandates such as OSHA, HIPAA, CARF and behavioral health credentialing/licensing departments
10. Maintain an on-going record of employee JMHC in-service and continuing education trainings, providing verifications as requested by employees
11. Delegate set-up & other prep/clean up tasks to Administrative Assistant
12. Respond to emails addressed to: training@journeymhc.org
13. Promote and demonstrate an understanding/appreciation of cultural differences and knowledge/skills related to cultural competence as they relate to consumer, community, and staff relations and services

The above statements are not interpreted to be an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

ADDITIONAL INFORMATION

Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.