

Interim Clinical Training Coordinator

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

Under the administrative direction and general supervision of the Clinical Director, this position is responsible for implementing and maintaining a clinical training curriculum for the agency to meet the training needs of clinical staff, clinical trainees/interns/volunteers, other agency staff, and the larger mental health and social services provider community as defined by the Clinical Director and clinical program managers. The Interim Training Coordinator will provide administrative oversight of the trainings offered, schedule and coordinate with Title IV-E trainers, prepare and distribute relevant paperwork and documentation, prepare reports for Title IV-E, and coordinate with Facilities staff, Technical Support, Administration and the Finance departments.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Implements the training curriculum to meet the needs of clinical staff/ interns/trainees, volunteers and supervisors. Maintains the training calendar that corresponds to the agency's clinical priorities and core competencies.
2. Schedules and organizes on-going training for interns, volunteers, and staff to assure appropriate logistical needs are met. Maintains contact with trainers from both inside and outside the agency, gathering appropriate documentation as needed such as resumes, training goals and objectives, etc. Attends all trainings and assists with training set-up and clean-up including coordinating with Facilities and IT staff to provide a comfortable and appropriate training location and technical support. Gathers and maintains documentation including sign-in sheets, training evaluations, and other forms as needed.
3. Tracks and monitors reporting requirements to appropriate funding streams, and coordinates with other departments as needed. Compiles training evaluations and feedback from participants and supervisors. Tracks and verifies CEU requirements are being met and certificates are distributed to participants.
4. Provides data input for Title IVE documentation and tracking including updating and maintaining information on trainings in the Excel spreadsheet, gathering supporting documentation from trainers, submitting trainer invoices for reimbursement, and preparing monthly training reports for submission to Finance for Title IVE reimbursement. Coordinates with Administrative Support as needed.

OTHER JOB FUNCTIONS:

- Access to an automobile, current auto insurance, and an active California driver's license.
- Must be able to attend trainings.
- Ability to travel throughout Alameda County.
- Performs other duties and assignments as required.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- High level of organizational skills, flexibility, accountability and consistency.
- Strong time management skills and ability to manage several projects and priorities simultaneously.
- Microsoft Office proficiency, particularly Word and Excel
- Outstanding interpersonal skills including strong communication skills both verbal and written.
- Can utilize a strength-based approach that respects different perspectives and experiences.
- Ability to exercise good judgment and work independently on a day-to-day basis, legally and ethically, and to consult with Clinical Director when appropriate.

Desired Qualifications:

- Experience organizing training workshops.
- Expertise working with culturally diverse communities.
- Experience working in agency setting.
- Must have working knowledge of all laws pertaining to mental health in general and child abuse in particular and report when mandated.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is:

- Must be able to see, talk and hear.
- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to walk, stand, and sit for extended periods.
- Occasionally required to push/pull objects up to 50 lbs. and to lift/carry objects up to 25 lbs.

COMPENSATION: The Interim Clinical Training Coordinator position is a temporary on-call position for approximately 6 months. The hourly rate is \$24.97 - \$26.24, depending on qualifications and experience.

LOCATION: Oakland

EMPLOYEE STATUS: Temporary On Call, approximately 6 months

WEEKLY HOURS: Schedule is TBD but will average 2 days per week for about 10-14 hours/week. Candidate must be able to attend trainings as scheduled (trainings are typically on Tuesdays and Fridays) with some flexibility to meet on other days as needed.

FSLA STATUS: Non-Exempt

NON-DISCRIMINATION POLICY:

Family Paths does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, the Board of Directors, volunteers, subcontractors, vendors, and clients.

TO APPLY: Send your resume and **cover letter** to **Misa Trotman**

Email: mtrotman@familypaths.org

Fax: 510-582-8460

Website: www.familypaths.org