



Job Title	Community Training Coordinator (Special Assignment Support)
Department	Youth & Family Services
Employment Status	Full-Time
Exempt/Nonexempt Status	Exempt

Scope of Work

The ideal candidate will have a strong background in mental health, training methodologies, and a commitment to promoting mental well-being within diverse communities. This role involves designing and delivering training programs to community members while also managing data collection to support evidence-based practices. The Community Training Coordinator would also provide intensive community outreach and involvement to assess the needs of town and school staff and local community organizations.

Supervision

Received	Director of Youth & Family Services
Exercised	Interns

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

Training Program Development and Delivery

- Develop and implement community-based training programs on mental health, tailored to diverse audience needs. This includes, but is not limited to, Mental Health First Aid.
- Utilize innovative and engaging training methods to ensure effective knowledge transfer within the community.
- Collaborate with mental health professionals to stay current on assessment tools, therapeutic techniques, and best practices.

Community Engagement

- Conduct targeted outreach efforts to identify and connect with individuals in the community who may benefit from mental health support.
- Build and maintain relationships with community organizations, local agencies, and key stakeholders to enhance outreach effectiveness.
- Collaborate with community leaders to raise awareness about mental health resources and reduce stigma.

Resource Navigation

- Assist individuals in accessing and navigating available mental health resources and services.
- Collaborate with community organizations to expand the network of available support options.
- Advocate for clients in securing necessary services and overcoming barriers to mental health care.

Documentation and Reporting

- Maintain accurate records of training activities, participant feedback, and other relevant data.
- Generate regular reports on program outcomes and share findings with stakeholders, contributing to the organization's evidence-based approach.
- Design and implement data collection systems to track the impact of training programs.
- Regularly analyze and report on the effectiveness of training initiatives, using data to inform program improvements.

Individual, Family and Group Counseling and Support

- Deliver individual counseling services to clients and families, utilizing evidence-based therapeutic techniques.
- Develop and implement person-centered treatment plans based on assessed needs and goals.
- Conduct thorough mental health assessments to understand the unique needs of individuals.
- Collaborate with other mental health professionals and agencies to ensure comprehensive support for individuals in crisis.
- Design and implement therapeutic groups for youth, families, and parents.
- Provide crisis intervention services, including de-escalation techniques and coordination of emergency mental health care when necessary.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Master's degree in social work, counseling, psychology, or a related field.
- At least two years of experience working in the mental health field.
- Licensed or license eligible as a mental health professional (LCSW, LPC, LMFT, etc.) or ability to obtain a professional license in social work or mental health counseling within 3 years of hire.
- Experience in mental health training and community engagement.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a multidisciplinary team.
- Sensitivity to diverse cultural backgrounds and an understanding of social determinants of mental health.
- LGBTQ+ affirming, multi-culturally competent, and committed to anti-racism and anti-discrimination work.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Applicable laws, rules and regulations related to youth counseling. • Modern principles and techniques in the psychology, social work, human services and mental health counseling fields. • The use of standard office equipment including computers and relevant software programs. • Proficient in data management and analysis using relevant software.
Ability to	• Provide training tailored to youth and adult audiences. • Provide effective and meaningful counseling and support services to Town youth and their families. • Multi-task and prioritize multiple tasks at a time. • Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Prepare complex correspondence and reports. • Distill and present upon complex information for a variety of audiences, internal and external. • Establish and maintain effective working relationships with supervisors, coworkers, clients and their families, school and other agency officials, and the general public.
Skill in	• Training, facilitating, and community engagement. • Working with troubled youth. • Oral and written communications. • Strategic thinking and decision making.

Necessary Special Requirements

Valid driver's license.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee may occasionally be exposed to violence in mental health crisis situations.
- The employee must occasionally lift and/or move up to 20 pounds.

