

Mental Health America of Northeast Indiana – Professional Mental Health Trainer

Mental Health America of Northeast Indiana (MHANI) is an equal opportunity employer to all employees and applicants including veterans and those with disabilities. Working for MHANI is about joining a culture of openness, collaboration, trust, and the invitation and expectation to have a voice. We strive to continually lead with our values and beliefs that enable everyone at MHANI to develop their potential, bring their full self to the workplace, and engage in a community of diversity and inclusion.

We are looking for people who are professional, team-oriented, dependable, creative, and passionate.

GENERAL PURPOSE

Mental Health America of Northeast Indiana is hiring a Professional Mental Health Trainer to support our commitment to providing high quality, evidence-based training to our community. We actively seek out ways to educate, inform and advocate throughout the northeast Indiana region, working to reduce the stigma around mental health and to promote all aspects of healthy lives for individuals, families, workplaces, and the community.

Applications for this position should be completed in full, include full job history, and be signed.

ESSENTIAL DUTIES & RESPONSIBILITIES

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

- As part of the Training team, deliver MHANI-directed training curriculum to a wide array of individuals throughout the service area.
- Broaden, expand, and develop personal training skills to include such topics as: mental health, addictions, current social issues, social services, stigma related to mental health problems, trauma, youth and elderly mental health concerns, etc.
- Possess personal training skills including delivering and assessing training curriculum and services in accordance with MHANI policies and procedures.
- Forge relationships with local community groups and organizations and act as a point of contact between them and MHANI to facilitate providing Mental Health Awareness Trainings.
- Ensure that all training standards and performance criteria are met and maintained to ensure quality and consistency throughout curriculum. Routinely perform self-evaluation with the goal of continual improvement.
- Work as an integral member of the Training Team, which includes providing feedback regarding curriculum content and presentation, ongoing curriculum development needs, analyzing training survey feedback, and maintaining and updating databases as needed.
- Willingness to obtain any required or recommended certifications that will enhance the program's credibility.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and dependable.

- Attend organizational, departmental, and committee meetings as directed.

Supervisory Responsibilities

This position does not have direct staff supervisory responsibilities.

Position Type and Expected Hours of Work

This is a part-time position, beginning at 20 hours per week with the opportunity for an increase in hours. Days and hours of work are Monday through Friday, varied. Evening and weekend work infrequently may be required, as job duties demand.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in social work or related field and two years of experience in social services, public speaking, community engagement, and networking strongly recommended.
- Evidence of excellent communication and teaching skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners, & the public.
- Demonstrated personal computer skills with MS Office applications and other common software applications, particularly as those skills apply to preparing visual presentations.
- Possess conflict resolution and cultural sensitivity skills.
- Personal commitment to justice, equity, diversity, and inclusion in all aspects of work.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.
- Acceptable work ethics, professional conduct and appearance, reflecting MHANI's image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver's License and required minimum insurance coverage.

Other Duties

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.