



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center!

Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Training and Development Specialist

The Training and Development Specialist will be the primary Trainer in Therapeutic Best Practices and Evidence Based Practices for over 200 BWC employees and will coordinate and track training to ensure compliance with requirements from agency policies and procedures, Santa Clara County Behavioral Health, State Community Care Licensing, CA Code of Regulations and more. The Training and Development Specialist designs, implements and provides individual, on-line and group trainings; networks and collaborates with other agencies within the community to supplement the agency training offerings; and addresses emerging training needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create, administer and deliver training programs for new employees and continuing education for current employees that support their professional development
- Provide culturally competent and responsive trainings with specialized focus on the populations we serve such as foster care youth, probation youth, homeless youth and families, LGBTQ and ethnically diverse clients
- Provide Training in Evidenced Based Practices and Promising Practices that include:
 - Trauma Informed Care
 - Mental Health First Aid
 - Motivational Interviewing
 - CRAFFT – alcohol and drug screening assessment
 - Transformational Care Planning (TCP)
 - Therapeutic Crisis Intervention (TCI)
 - CANS – Child & Adolescent Needs and Strengths assessment
 - RISE – LGBTQ evidence based practice
 - 7 Challenges – drug & alcohol treatment program
 - WEMWBS – Well-Being assessment
- Participate in the design, implementation, and tracking of individualized staff training plans and coordinate outside agency trainings for all staff working cooperatively with Program Directors and Supervisors.

- Train new Mental Health employees on documentation, billing and treatment planning to ensure use of best practices and compliance with county requirements
- Provide 1:1 coaching and oversight of Mental Health staff during their introductory period as well as who need additional help on their Medi-cal documentation to ensure they are competent in Medi-cal documentation. Develop and maintain criteria that measures staff progress to their central competencies of their position in partnership with MH Managers/Director.
- Update and maintain Training Plans and Modules in the Agency Learning Management platform (Relias), and ensure all trainings completed by staff internally & externally are tracked and accurately entered into the system.
- Develop and maintain the agency wide training calendar, and wherever appropriate, department specific training calendars.
- Update / Maintain the Agency Training Policy & Procedure.
- Coordinate the analysis and continuous quality improvement of the training program via the annual training survey and course evaluations.
- Develop and implement additional training and education, as it relates to Behavioral Health, Residential Services, LGBTQ, Client Cultures and all populations served by Bill Wilson Center
- Participate in the agency Performance & Quality Improvement and Safety activities and initiatives
- Attend agency meetings as required.
- Regular attendance is a requirement of the position.
- Other duties as may be assigned.

QUALIFICATIONS:

Masters (M.A.) from a four-year college or university in social work, psychology or counseling plus 2-4 years' relevant experience developing, implementing and providing trainings. Previous non-profit and/or Medi-cal experience, BBS Licensure (LMFT, LCSW, LPPC) or experience with staff development in the areas of child/adolescent behavioral health, transitional aged youth, or related human services field desired. Proven ability to work with diverse groups in a culturally and linguistically competent fashion. Excellent communication, organization and time management skills required. Proven knowledge of the appropriate use of current technology to enhance the training/coaching experience. Current CPR and First Aid Certification required (or complete within 30 days of hire). Valid California drivers license with access to a personal vehicle with current insurance that can be used for company business required. Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB test required.

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$80,000 - \$90,000 per year. 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER

ATTN: Resumes

FAX: (408) 244-4022

Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.