

Mental Health Association in New Jersey

Job Description

Position: Trainer/Coordinator Career Connection Employment Resource Institute

Level: Exempt Employee

Supervisor: Director, Career Connections Employment Resource Institute

Summary of position:

The Trainer/Coordinator of the Career Connection Employment Resource Institute [CCERI] is responsible for curriculum development and delivery of employment-related training to identified mental health agencies.

Goals of the position:

- Work with CCERI to continue to provide exemplary training and technical assistance for DMHSA contract agencies that offer pre-employment and employment services to people in recovery from Mental Health and Substance Use disorders.
- Identify, develop, and implement necessary training programs, including curriculum development.
- Create partnerships in the community to create and enhance new pre-employment and employment opportunities for consumers and providers.
- Meet or exceed the outcomes established for the program.

Specific Areas of Responsibilities:

- **CCERI**
 - Promote buy-in and support people in recovery in obtaining or maintaining employment.
 - Responsible for developing and providing vocationally focused training
 - Work toward systems change to increase employment outcomes.
 - Work in partnership with other employment/workforce programs and services to expand training opportunities

- Be part of the CCERI team in the development of workforce projects within the agency and the community.

The following skills are required to fulfill the position's specific program responsibilities and are key elements of employee evaluation.

- Presentation Skills
- Teamwork
- Developing Partnerships
- Effective Internal and External Communication
- Proficiency in Microsoft Word, Excel, and PowerPoint. Experience with LinkedIn and social media management. Familiarity with Canva is a plus
- Clear understanding of social media as it pertains to employment
- The ability to present both in person and via Zoom and/or other related platforms

Specific position qualification:

- Vocational/employment professional (Masters in Rehabilitation Counseling preferred).
- Minimum of four years' experience in the mental health field, with experience in providing pre-employment or employment services recommended.
- Demonstrated knowledge of mental health and human services.
- Experience in the development and presentations of a variety of training topics

Salary range: \$50,000-\$57,000

EEO Statement:

MHANJ is an Equal Opportunity Employer. We embrace and encourage differences in age, color, disability, ethnicity, gender identity or expression, national origin, physical and mental ability, race, religion, sexual orientation, veteran status, and other characteristics that make our employees unique. We encourage and welcome diverse candidates to apply for any position you are qualified for to bring your unique perspective to our agency.