



## JOB POSTING

### **Position title: Director of Training and Staff Development**

This position is responsible for developing, maintaining, and implementing annual and ongoing all staff development and training (internal and external) plans for the agency. This includes the supervision and implementation of the Mental Health Awareness Training (MHAT) program and grant management. Additionally, this position is responsible for the development and subsequent dissemination of all programmatic training for new hires and interns/volunteers at the agency. This position is responsible for all initial and some on-going liaison activities between the agency, colleges and universities, and other volunteer groups. Overall, this position is responsible for the planning, organizing, and directing of the volunteer and intern program for the agency.

### **Duties and Responsibilities**

- Organizes, coordinates and manages the recruitment and selection of interns and volunteers for all departments and programs. Works in partnership with Program leadership to ensure sufficient staffing levels through the utilization of volunteers and interns.
- Works with community organizations to recruit and/or utilize volunteers and interns.
- Develops, coordinates and oversees the delivery of training program for volunteers/interns and new employees in coordination with HR and the program management team.
- Develops and coordinates annual in-service trainings including Core Training 2-3x per year, all-staff trainings, lunch & learns, and other training.
- Develops and coordinates events and activities for leadership development, personal development, and agency culture development for staff.
- Serves as the liaison between the agency and university partners (traditional colleges and online programs) and responsible for maintaining formal documentation including MOUs. Maintains updated records required by university/school partnerships on all volunteers/interns.
- Assesses training and professional development needs for the agency, collecting feedback from staff and management and keeping an ongoing record of training opportunities to pursue in the future. Shares trends and ideas for training opportunities with the agency executive leadership team and other agency leaders.
- Develop and present virtual and in-person training as appropriate and arranges for guest presenters and trainers.
- Maintains updated records required by university/school partnerships on all volunteers/interns.
- May provide individual and/or group supervision for volunteers/interns; maintain records of all meetings.
- Works in partnership with Program leadership to ensure sufficient staffing levels through the utilization of employees, volunteers and interns.
- Supervision and program leadership of the MHAT program, including supervision of the MHAT project coordinator, including:
  - o Managing the recruitment and coordination of community partners for the purposes of providing trainings for partners' staff and other stakeholders.
  - o Overseeing the implementation of evidence-based trainings provided to the community and partners, including: QPR, SafeTalk, Mental Health First Aid, ASIST, Nonviolent Crisis Intervention, and Crisis Intervention Team (CIT).
  - o Participating in train-the-trainer certification events both in and out of state for the purpose of being able to facilitate evidence-based curriculums.
  - o Facilitating training of those evidence-based trainings, either in-person or virtually.
  - o Overseeing that all grant requirements are met.
- Some travel (in and outside of Davidson county) may be required.
- Regular attendance and reliable transportation required

**Requirements:** Master's degree in Social Sciences, Social Work, Counseling, Psychology, or related field, plus 5 years professional experience is required. Additional related professional experience may substitute the education requirement.

**Salary:** \$65,000

**Submit resume to** [hrdept@fcsnashville.org](mailto:hrdept@fcsnashville.org)

EOE M/F/D/V