



**Why CARE:** Our mission is to strengthen resiliency in people and their communities through prevention, education, and services that improve the quality of life. To learn more about CARE's programs and services, and employment opportunities, please visit our website [www.careofsem.com](http://www.careofsem.com).

As a premier employer of choice, our goal is to not only provide Recovery Oriented Systems of Care, but to also be a Recovery Oriented Employer that values lived experiences. We are committed to fostering, cultivating and preserving a culture of diversity and inclusion. We welcome and encourage those from diverse communities, including those with bilingual proficiency to join our dynamic team.

## **Professional Development Trainer (casual- less than 18 hours a week)**

CARE's WorkLife Solutions EAP has an immediate opening for a Professional Development Trainer to support the companies in our EAP program.

### **Duties and Responsibilities:**

- Effectively present designated professional development training to adults in the workplace.
- Facilitate discussion and activities to increase learning and understanding.
- Promote professional development.
- Pick up supplies and materials as needed from CARE's main office.
- Provide scheduled trainings (set up and take down all supplies and equipment on location).
- Have full working knowledge and understanding of CARE's WorkLife Solutions Services and Employee Assistance Programs.
- Maintains professional demeanor as a representative of CARE of SEM.
- Apply relevant evidenced based practices when applicable.
- Completes documentation and reports according to agency and funding source timeframes, and returns paperwork and reports within one business day of training.
- Ensures assigned paperwork is completed and returned in accordance with CARE of SEM policy and procedures.
- Able to achieve consistent positive satisfaction reviews.
- Provide presentations on related topics and CARE of SEM's services as needed.
- Attends assigned meetings as required.
- Ability to adjust hours of work based on the company's needs, including some evening and weekends.

### **Education:**

- A Bachelor degree or equivalent education/experience in related topic of presentation/training.
- Strong presentation skills to large and small groups.
- Conducts self in a highly professional manner, including being a subject matter expert in presentation topics.