



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.

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)

(hourly pay rate: \$20.00)

CARE's Prevention Team has an immediate opening for a Public Information Specialist. Our prevention program's utilize evidence-based strategies designed to keep individuals, families and communities healthy and free from the problems related to alcohol or other drug use, mental health disorders, parent/child conflict, abuse or neglect, exposure to or experience of violence in the home and community. In addition, we provide assistance to community coalitions to help enhance wellness and promote awareness. Some duties include:

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.
- Prepare, develop, and 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.
- 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.
- Ability to deliver services in the community.
- Ensures assigned paperwork is completed and maintained in accordance with funding source standards and CARE of SEM policy and procedures.
- Able to apply outcome tools to measure services; for example – satisfaction reviews.
- Provide presentations on related topics and CARE of SEM's services as needed.
- Facilitate educational classes/groups related to programming as needed.
- Establish and maintain liaison relationships with appropriate agencies regarding services.
- Attends assigned meetings as required.
- Ability to adjust hours of work based on the community needs, including some evening and weekends.
- Knowledgeable of national and local statistics related to presentation topics and demonstrates the ability to apply current trends to service delivery.

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.