



Manager of Community Education

Job Code: HRTRG - 122
Revised: December 21, 2018

SALARY RANGE

\$27.22 - \$44.54 Hourly
\$2,177.60 - \$3,563.20 Biweekly
\$56,625.00 - \$92,633.00 Annually

FLSA: Exempt

Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

General Description

The purpose of this job is to provide leadership and management of the marketing, development, delivery and evaluation of community educational programs relating to EHN services to community partners and residents. Develops and maintains effective working relationships with multiple external community organizations in areas of healthcare, justice, law enforcement, education, and other viable business partners.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Works with community partners to address any issues that will facilitate the continuous improvement of educational programs and services offered to external audiences.
- Manages continuing education credits for approval status and distributes according to appropriate guidelines.
- Maintains accurate records of training, retaining original training documentation.
- Accumulates and analyzes data and develops reports and documents according to grant/payor requirements and departmental needs.
- Responsible for meeting grant targets and deliverables for the sustainability of the community education department.
- Ability to provide presentations to external audiences for up to 100 individuals

- Serves as a resource and advocate for effective health education. Provides guidance and advocacy for continuous staff and instructor development.
- Develops and delivers clinical and health related accurate and culturally appropriate curricula to internal/external and community agencies to include: law enforcement, first responders, educators and the community.
- Develops and manages external education and training programs by assessing community needs, establishing and creating educational criteria and evaluating program effectiveness.
- Supervises, directs, and evaluates assigned staff
- Develops and designs learning solutions which includes blended approach to learning such as didactic, coaching, classroom training, role-plays, scenario-based training, action or e-learning.
- Develops, monitors and reviews departmental budgets, contracts, grants, income and resources revenue for the programs.
- Performs other duties as assigned.

Minimum Education and Experience Requirements

Requires Bachelor's Degree in Psychology, Counseling, Social Work, Health Administration or Public/Business Administration. Preferred one (1) year in a supervisory position; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

Required Knowledge and Abilities

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

Physical Demands

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

Unavoidable Hazards (Work Environment)

- None

Special Certifications and Licenses

- Must acquire a clinical license in a relevant specialty area.
- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

Americans with Disabilities Act Compliance

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Other Job Characteristics

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

Note: This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.