

JOB OPENING

**SERTOMA CENTRE, INC.
4331 West Lincoln Highway, Suite E
Matteson, IL 60443**

POSITION TITLE: Community Mental Health and Counseling – Outreach and Education Trainer – Full-Time

POSITION REPORTS TO: Community Development Manager

POSITION SUPERVISES: None

POSITION SUMMARY:

This position is responsible for providing outreach, education, and mental health screenings both individually and in groups to community members regarding mental health/illness, stigma reduction, crisis management, suicide prevention, and suicide risk assessment. This position collaborates with the Community Development Manager to create marketing materials, conduct outreach, and schedule educational presentations for potential participants. This position also develops and implements new curricula and/or modifies current curricula to meet the needs of community members, ensures curriculum materials are available and maintained, and keeps accurate records for data tracking.

POSITION RESPONSIBILITIES:

- Provide outreach to various community groups, such as police/fire departments, schools, colleges, and social service agencies in collaboration with the Community Development Manager and maintain accurate data regarding contact and response.
- Complete all required training to secure and maintain instructor certifications, as applicable.
- Provide mental health/illness related workshops and seminars to community groups in response to need and preference.
- Assist the Community Development Manager with developing and maintaining curricula in response to community needs and establishing and maintaining an orderly system of the training/curriculum materials.
- Assist the Community Development Manager to create, maintain, and update goals and systems to ensure adequate record keeping to meet grant requirements, including but not limited to information regarding: community contacts, participants, evaluations, outcome requirements, and referrals to mental health services.
- Complete all required documentation to ensure adequate record keeping as required by the grant.
- Responsible for the care, upkeep, and general organization of designated training rooms, on-site and off-site.
- Function as an advocate for persons with mental illness, ensuring protection of individual rights while providing a training element to empower persons with disabilities to understand and protect those rights.
- Attend and participate in meetings as scheduled by the Community Development Manager and those required by the grant, providing input on philosophies, policies, and procedures, etc.
- Exhibit an energetic ability to quickly develop community relationships.
- Demonstrate passion when addressing stigma in the community as it relates to mental health.

QUALIFICATIONS:

- Bachelor's Degree required. Qualified Mental Health Professional (QMHP), with a Master's Degree in Counseling, Social Work, Psychology, or related field preferred.
- Minimum of one year experience working with individuals with mental illness.
- Experience developing programming and/or training preferred.
- Demonstrated presentation skills.
- Effective interpersonal, organizational, and communication skills.
- Valid Illinois driver's license and documentation of current auto insurance, with a good driving record and car available.
- Must be willing to work evening/weekend hours as necessary.
- Proficiency in the use of computers, software applications, and working knowledge of Microsoft Word, PowerPoint, and Outlook.
- Mental Health First Aid (Adult and Youth) certified preferred.

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

If interested, please apply online via our website, www.sertomacentre.org, click on "Job Opportunities" and "Search Here."