**Association for Children’s Mental Health**

**POSITION POSTING**

**Position Title:** Parent Support Partner Trainer

# Qualifications:

* 18 years of age or older.
* A parent or primary care-giver that is raising or has raised a child with emotional, behavioral and/or mental health challenges, intellectual/developmental disabilities.
* High school graduate or GED holder.
* MDHHS PSP certification or be in the process of certification (preferred)
* Strong communication, time management and organizational skills.
* Ability to facilitate group dialog and conversation.
* Possess basic computer knowledge.
* Experience in public speaking and/or training.
* Leadership/coaching skills
* Valid driver’s license and transportation.

**Reports to**: PSP Statewide Coordinator, Youth Peer Support/Parent Support Partner Program Manager in consultation with Executive Director

# General Summary:

The Parent Support Lead Trainer supports the Statewide Coordinator by preparing for and conducting trainings, provides coaching support, and helps coordinate professional development meetings. Other duties include helping with evaluations for the training, help in refinements to trainings, technical assistance and curriculum. PSP Trainer will also be responsible for developing and facilitating Statewide Parent Advisory Committee.

# Key Activities:

* Co-facilitates Parent Support Partner trainings with Statewide Coordinator.
* Co-facilitates quarterly Professional Development meetings, coaching calls, supervisor roundtables, new supervisor training and community orientation and outreach as needed.
* Provide trainees feedback and guidance to PSPs during their training and certification experience.
* Meets regularly (via phone or face to face) with Statewide Coordinator and Project Manager.
* Assists with development of training materials, handouts, power points, and flyers as needed.
* Assists with completion of evaluation forms assessing the skills of Parent Support Partner trainees.
* Travels within Michigan to provide training, supervision, outreach and orientation as needed.
* Occasional travel /training outside of the state of Michigan.
* Participates in conference/workshop presentations as needed.
* Performs other duties as assigned by Statewide Coordinator, Program Director or Executive Director.
* Provides back-up support for PSP training cohorts as needed.

**Parent Advisory Committee Coordinator**

* Oversee development of statewide Parent Advisory Council, including outreach for membership
* Provide on-going outreach and networking opportunities for parents statewide
* Co-ordinate family driven-youth guided education events
* Develop and implement parent leadership and empowerment opportunities

# The Parent Support Partner Assistant Coordinator will exhibit proficiency in the following areas:

* Demonstrates ability in effectively teaching/training/presenting material to an audience.
* Possesses technical skill in the area of community collaborations.
* Has knowledge of the child serving systems and how to access useful resources in the community.
* Possesses competence in working as a team member within ACMH/MDHHS/other systems.
* Demonstrates strong commitment to the mission/values of ACMH.
* Has strong written and verbal communication skills.
* Can understand and teach to adult learning styles/principles.
* Possesses computer and data processing skills.
* Demonstrates leadership skills.
* Can support, build and work as a member of a team.
* Complies with data collection and storage procedures.
* Meets and understands HIPAA/confidentiality requirements.
* Will meet report generation and documentation requirements.

Resumes will be accepted through September 9th, 2019 and should be sent to:

Jane Shank

acmhjane@sbcglobal.net

or

ACMH

6017 W. St Joe Hwy Ste 200

Lansing, MI 48917