

Transformation Center

Job Description Certified Peer Specialist Trainer

POSITION SUMMARY

The Transformation Center is looking for experienced CPS Trainers to be part of the CPS Training Team as per diem employee. The CPS Trainers will work with the CPS training team to help CPS students cultivate their skills and knowledge. The CPS Trainer will provide training to share their lived experience and their work expertise in ways that inform and motivate the students.

A CPS trainer is an experienced educator with a deep knowledge of peer services. Trauma informed skills and a positive attitude are important.

ESSENTIAL RESPONSIBILITIES

- :::) Prepare, present and evaluate assigned training modules utilizing all written material, handouts, and power point presentations
- :::) Meet with assigned co-trainer as necessary to prepare
- =- Assist with interviews, application review and participant selection as part of the training team
- = Participate in curriculum revisions as requested by the CPS Program Director
Develop familiarity with entire training manual to be able to connect modules and answer student questions
- =- Facilitate tutoring
Act as proctor for and score written exams
Stay current with curriculum and training materials maintained in "Dropbox" or other electronic team data management programs
- =- Participate in daily debriefing with team during training periods
- =- Participate in scheduled team meetings
- :::, Communicate regularly with team through email and scheduled conference calls
Complete required timesheets and travel reimbursement documents in a timely manner

QUALIFICATIONS

Education: Massachusetts Peer Specialist Certification either through completion of the Transformation Center CPS training and passing the exam or through applying in accordance with the Reciprocity Policy and passing the exam

Experience: At least two years experience working at least 20 hours per week in a Peer specialist role in a Behavioral Health Agency, Recovery Learning Community, Veterans Administration Program or other recognized peer specialist role. Experience as a trainer is preferred.

Knowledge, Skills, and Abilities:

- Ability to relate personal experience to a wide variety of situations in support of training objectives
- Strong administrative, communication, and interpersonal skills required;
- Strong organizational and logistics skills required;
- Knowledge, skills, and ability to support others working within program;
- Knowledge, skills and ability to create and adhere to time and task schedules;
- Understanding of issues facing persons receiving services in the mental health system;
- Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices;
- Ability to manage time to present all objectives thoroughly within time allotted

PHYSICAL REQUIREMENTS

- Ability to frequently or occasionally lift between 10-20 lbs
- Ability to sit or stand for long periods of time

ADDITIONAL REQUIREMENTS

- Valid MA Driver's License and reliable vehicle beneficial but not required.

BENEFITS

Pier Diem employees are eligible for our Employee Assistance Program, an Employee Discount Program as well as sick leave in accordance with the MA Paid Sick leave law. \

EQUAL EMPLOYMENT OPPORTUNITY

The Transformation Center provides equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

EQUAL EMPLOYMENT OPPORTUNITY

To interview for this position, please email the CPS team your resume with a cover letter. Please include why you believe you are a good fit for this position.