

Job Title: Training Coordinator

Reports To: Director of Training

About CLARE|MATRIX:

CLARE|MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970, CLARE|MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE|MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA, CLARE|MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Summary: The Training Coordinator position will provide support to the Director of Training and assist in the organization of trainings both nationally and internationally. The position will also provide administrative support for creating training certificates and arranging travel needs for the C|M trainers. The Training Coordinator will also assist in ensuring the training rooms and facilities are ready for local trainings and respond to emails and phone calls globally from those interested in trainings or booking trainings. Will also provide additional administrative support for the Director of Training. Bachelor's Degree in psychology, sociology, criminal justice or related areas with knowledge and experience in substance use disorders preferred. General knowledge of Matrix Model of Treatment is additionally preferred.

Responsibilities and Duties:

- Report to and work directly under the Director of Training.
- Conduct organization-wide mandated trainings and identify skills or knowledge gaps that need to be addressed within CLARE MATRIX
- Aid in arranging all travel needs for trainers
- Oversee and support all Matrix Model Certified sites and recertification processes.
- Help Director of Training in ongoing creation of new training modules
- Conduct training days, evenings or weekends as specified in training agreements
- Assist with administrative training duties: creating training certificates, mailing KST manuals and various other tasks that are inherent to the training department
- Manage and maintain in-house training facilities and equipment

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- Help oversee fidelity to the Matrix Model in all CLARE MATRIX treatment programs

Knowledge, Experience & Skills:

- Bachelor's degree in a behavioral health related field (required).
- Have demonstrated competency in the Matrix Model of outpatient treatment with a minimum implementation history of 5 years.
- Have in-depth training knowledge and at least 2 years minimum training experience in the Matrix Model, Motivational Interviewing (Beginning and Advance modules), Trauma Informed Care and other behavioral health interventions pertinent to the addiction field.
- Possession of a valid license in a behavioral health field (LMFT, LCSW, Ph.D., Psy.D. or equivalent – highly desired)
- Possess excellent communication skills
- Have computer skills including experience with word processing (MS Word), spreadsheets (EXCEL), and presentation-based programs (Power Point)
- Willingness to travel as required for the provision of services related to this position

Medical History:

All employees whose functions require or necessitate contact with client or food preparation shall complete a health screening report or a health questionnaire. Health screening report or health questionnaire will be provided upon hire. For all residential employees a health screening report be completed and signed off by a medical practitioner signature for clearance. All outpatient employees will complete at minimum a self-report screening questionnaire.

TB test are to be conducted under licensed medical supervision not more than 60 calendar days prior to or 7 calendar days after employment and renewed annually from the date of the last tuberculosis test. Staff with a known record of tuberculosis or record of positive testing shall not be required to obtain a tuberculosis skin test. Unless there is documentation that the staff completed at least 6 months of preventive therapy, the staff shall be required to obtain, within 45 calendar days of employment, a chest x-ray result and a physician's statement that he/she does not have communicable tuberculosis and has been under regular care and monitoring for tuberculosis. A chest x-ray within the prior 6 months is acceptable. The physician's statement shall be renewed annually.

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

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These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

This job will be primarily located at the CLARE|MATRIX's offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

By my signature, I acknowledge that I have received and reviewed a copy of this job description:

Employee Printed Name and Signature

Date



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CLARE|MATRIX is an equal opportunity/affirmative action employer. CLARE|MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.