



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Training &amp; Support Specialist</b>
<b>DEPARTMENT:</b>	The Congregational Collective
<b>REPORTS TO:</b>	Executive Director of the Congregational Collective
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	<b>Exempt</b>
<b>HOME LOCATION:</b>	<b>San Antonio, Texas</b>

**POSITION SUMMARY:** The Training and Support Specialist is responsible for developing a learning strategy, designing a professional development plan, and conducting the training program to ensure congregations and key mental health support roles have adequate training tools to become community leaders in mental health and wellness.

In the future, this position will be a part of the new organization and the person filling the role will not be an employee of the H. E. Butt Foundation.

**PROGRAM MISSION:** To equip congregations to become community leaders in mental health and wellness by partnering to build support systems, networks, and ministry tools that include educations resources, training, and a network of relationships.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

- Complete 120 hours of peer support, coaching, and community health worker training
- Design and execute 6 additional CEU trainings and Workshops for Navigators annually
- Lead quarterly meetings with area Navigators
- Research and onboard new community resources to help meet Navigator challenges with their clients
- Provide technical support on client referral platform for Navigators
- Manage training stipends to onboard congregationally based paraprofessionals in low resourced organizations
- Manage counseling stipend fund
- Provide Foundational Training support for new congregations

### **QUALIFICATIONS:**

- Bachelor's degree in social work, psychology, counseling, or a related field
- Minimum of 5 years of experience developing training programs
- Knowledge of mental health resources and services in the San Antonio area
- Advanced knowledge of Microsoft Office



**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Professionalism
- Excellent interpersonal and communication skills
- Ability to work independently and as part of a team
- Strong organizational skills and attention to detail
- Ability to handle sensitive information with discretion
- Passion for mental health advocacy and a commitment to supporting those in need
- A deep understanding of the challenges faced by individuals and families in the church community

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

**Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in San Antonio, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

The above is intended to describe the general content of and requirements for this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE