

**JOB DESCRIPTION**

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| **JOB TITLE:** | **Congregational Liaison and Trainer** |
| **DEPARTMENT:** | **The Congregational Collective** |
| **REPORTS TO:** | **Executive Director of The Congregational Collective** |
| **EFFECTIVE DATE:** |  |
| **CLASSIFICATION:** | **Exempt** |
| **HOME LOCATION:** | **San Antonio, Texas** |

**POSITION SUMMARY:** The Congregational Liaison and Trainer is responsible for identifying, recruiting, and supporting churches committed to building capacity to address mental wellness within the faith community and congregations. Responsibilities include building relationships, developing a learning strategy, identifying and vetting training tools, and conducting or organizing a training program. Additionally, this role will work to ensure congregations and ministry leaders have working knowledge and access to community resources to become advocates in promoting 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 education resources, training, and a strong network of relationships.

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

# **ESSENTIAL FUNCTIONS:**

* Identify, recruit, train, and support church partners associated with The Collective.
* Establish strong relationships with partner churches to understand their culture and specific needs.
* Serve as the primary liaison and content expert between community partners, regional crisis collaborative, churches and The Collective to ensure the implementation, training and utilization of a closed-loop referral technology platform.
* Develop and execute training and workshops for church partners (navigators and mental health ministry teams). Curricula include peer support specialist, Spiritual First Aid, Sanctuary, and Empower training as well as other essential skills and expertise.
* Lead monthly meetings with navigators and quarterly meetings with church mental health ministry teams
* Build provider network in partnership with Executive Director and Community Engagement Director
* Manage stipends/financial commitments to churches as appropriate.
* Participate in presentations and public speaking engagements.
* Support grant cultivation, management, and reporting.

# **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:**

* Excellent interpersonal, communication, and presentation skills
* Strong organizational, planning, and scheduling skills in a fast-paced environment
* Knowledge of closed-loop referral systems (technology platforms)
* Experience leading culture change and change management processes
* Ability to work independently and as part of a team
* Ability to handle sensitive information with discretion
* Commitment to mental health advocacy and supporting those in need
* Deep understanding of the challenges faced by individuals and families in the church community
* Flexibility and adaptability

# **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.

**EMPLOYEE SIGNATURE DATE**

**MANAGER SIGNATURE DATE**