



STAR VISTA

JOB POSTING

JOB TITLE:	Training Program Coordinator (Virtual)
PROGRAM:	StarVista, Training Program
REPORTS TO:	Training Director
STATUS:	Part-time 20 hours/week, non-exempt
SALARY:	DOE

PROGRAM DESCRIPTION:

StarVista is a community-based organization committed to delivering high impact services through counseling, skill development, and crisis prevention to children, youth, adults, and families in San Mateo County.

GENERAL DUTIES/ RESPONSIBILITIES:

In collaboration with the Training Director, the Training Program Coordinator will help ensure high-quality clinical training throughout StarVista through organizing, monitoring, and administering the Professional Training Program.

Following are the primary duties performed by the Training Program Coordinator:

Community Engagement

- Assure clear communication with graduate schools, BAPIC and CAPIC, as well as compliance with contracts and membership agreements.
- Represent StarVista at graduate institutions and the community at large to promote the Professional Training Program.
- Process all Training Program applications and communicate with applicants
- Develop and distribute outreach and marketing materials.

Strategic Support

- Represent StarVista at graduate institutions and in the community at large to promote the Professional Training Program.
- Implement the Professional Training mission and vision, as well as develop long-range success plans.
- Provide operational oversight of the Professional Training Program.
- Engage in outreach and planning for ongoing clinical training.
- Schedule and track training deliverables for Board of Behavioral Sciences Continuing Education Units (CEUs) and Mental Health First Aid (MHFA) training sessions.
- Manage training to ensure high-quality training is consistently delivered and records are maintained in accordance with governing board standards.
- Maintain an electronic database and calendar for unlicensed clinical staff
- Engage in innovative use of technology.

Collaborative

- Coordinate and communicate training selection processes and procedures to agency staff, associates, and trainees.
- In collaboration with the Human Resources Department, oversee organization of hiring, training, placement, and supervision assignments for all unlicensed clinical staff.
- Communicate with managers and directors around staff and interns' progress or any areas of concern.

- Oversee the data collection process for the professional training program, coordinating with the staff to ensure timely and accurate collection of data.
- Provide administrative supervision to staff, associates, and trainees.
- Attend meetings, training, and other program and agency-related functions as required
- Participate in inter-agency and intra-agency meetings as required
- Perform other duties and special assignments as needed.

This is a virtual position that may require occasional in-office meetings.

MINIMUM QUALIFICATIONS:

- Excellent interpersonal skills, verbal and written communication skills, and organizational skills
- Proficient with Microsoft Office and Outlook applications
- Professional ability to work collaboratively with a multi-disciplinary team
- Capacity to be flexible, as needs and special events arise
- Ability to pass a background clearance and clear TB test

PREFERRED QUALIFICATIONS:

- Interest and experience in the Mental Health or Nonprofit sector
- Ability to travel to different StarVista sites and academic programs in the greater Bay Area
- Innovative and creative approach to training and technology
- Marketing experience
- Detail-oriented, dependable, punctual, able to produce accurate work.

TO APPLY: Please submit a cover letter and resume/CV to Dr. Melissa Guariglia at trainingprogram@star-vista.org.

Posted April 9, 2021

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StarVista is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship, and communication issues. More information about the agency and its programs can be found at www.star-vista.org.