



ALLIANCE FOR COMMUNITY TRANSFORMATIONS

PO Box 2075, Mariposa, CA 95338, (209) 742-6456, www.alliance4community.org

Job Title:	Training Program Specialist	Job Category:	Community
Classification:	Community Based Services	WC Code #:	8742
Location:	Mariposa Heritage House	Travel Required:	Yes
Level/Salary Range:	\$19.98 per hour	Position Type:	Full time; 26 hours per week
HR Contact:	Denise Conway	Phone:	(209) 742-6456
Name:		Date of Hire:	
Immediate Supervisor:	Program Director		
Benefits:	11 Paid holidays, 2 weeks 2.38 days (99 hours) Paid Time Off per year, Cafeteria Plan with Health, Dental, Vision, Life Insurance, and Retirement Benefit Options.		

Applications Accepted By:

E-mail Application, Resume and Cover Letter to:
Applications@alliance4you.org
Subject Line: Training Program Specialist
Attention: Human Resources

Job Description

Role and Responsibilities

This position will plan, facilitate and maintain life skills courses to support our clients in their efforts to overcome challenges of daily life and assist in maintaining a positive and safe environment. Additionally, this position will also teach various other skills, which help increase self-esteem, increase the ability to make decisions, communicate effectively, and maintain housing. The facilitator must be able to work well with individuals and families of all backgrounds and ethnicities and diversity and comfortable with group settings. This work will focus on the needs of our houseless and at-risk communities. **MUST have 5 years of driving experience, a valid driver's license, current automobile insurance, and a clean DMV record.**

Service Duties:

- Facilitate activities for participants and develop new groups and classes to meet the needs of our participants;
- Design and plan the group process, select the tools that best help the group progress toward that outcome, guide and control group process;
- Ensure outcomes, actions and questions are properly recoded and actioned, and appropriately dealt with afterwards;
- Advertises programming both in and actively recruits participants;
- Administer pre and post surveys, attendance rosters, and other required reports;
- Collaborate with staff and other stakeholders and community partners to identify gaps and needs;
- Regularly communicate with staff and other community partners (as needed) to ensure ongoing and effective communication between programs;
- Receive and process referrals;
- Conduct other duties as requested by Program Director;
- General office support;
- Attend program and agency staff meetings when requested by Program Director;
- Stay up-to-date on community classes at MHH and other organizations;
- Maintain up-to-date calendars on social Media and our Website;
- Post updates, activities, and events to Heritage House Social Media (Facebook, Twitter) 1-2x per week;





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- Make recommendations to the Program Director;
- Connects program participants with resources within the agency and externally;
- Coordinates/ provide transportation for clients attending groups and classes as staffing and funding allows.

Center Operations:

- Answers phones and responds to requests for information/services.
- Greet and checks-in with participants as they enter the Center.
- Shares in the maintenance of Center facility (cleaning and organization).
- Prepare meals, menu planning, and kitchen activities, as needed;

Office Support

- Assist in office coordination/organization.
- Provide coverage of office as needed.
- Assists in the beautification and cleanliness of MHH sites.
- Ensure programming is evaluated and report on services quarterly and as requested.
- Collect data, report stats and daily service logs

Qualifications and Education Requirements

Education/Experience:

- High School Diploma/GED; college preferred;
- Experience in creating and providing programming, recruiting for groups, and documenting services;
- Experience in education/group facilitation, group dynamics, group values;
- Experience working with those experiencing houselessness, substance use, mental illness, and other vulnerable populations.

Knowledge of:

- Office Equipment Operation (phone, fax, copier, etc.)
- Computers and Software Programs (Word; Excel; Internet);
- Trauma-Informed Care;
- Current social, economic and health problems and of human behavior and social functioning;
- Needs and barriers experienced by those experiencing houselessness, substance use, and mental illness;

Ability to:

- Be accurate, reliable, punctual, well organized, careful and thorough;
- Communicate effectively orally, electronically and written;
- Work effectively with limited supervision and foster a team atmosphere;
- Prioritize work and exercise good judgment, schedule and manage workload;
- Demonstrate comfort and expertise in operating computers and other technology;
- Establish and maintain effective working relationships with clients, co-workers and the general public;
- Analyzing facts and exercising sound judgment in arriving at conclusions;
- Prepare concise reports;

Physical Requirements:





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- Facility to see read and distinguish printed and handwritten documents
- Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone
- Facility to constantly use hands and arms to input data into computer and use adding machine
- Ability to move boxes of files from one location to another; physical agility to lift and carry up to 20 pounds, and to bend, stoop, walk and reach overhead
- Ability to sit for extended periods of time
- Must be able to concentrate for long periods of time
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely fashion: to make good judgments and decisions; and to evaluate the results of decisions and judgments

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Alliance for Community Transformations adheres to the provisions of ADA regarding reasonable accommodation procedures.

Additional Requirements:

- Must complete finger printing and background check upon hire, at Alliance expense. Failure to pass fingerprint clearance or background may result in withdrawal of job appointment
- Must have reliable transportation, a valid driver’s license, and DMV clearance
- The Alliance requires all new hires to be fully vaccinated against COVID-19 (including a booster). Potential new hires may make a request for a medical or religious exemption. If an exemption request is deemed valid and is granted, we will consider whether or not a reasonable accommodation exists that would allow the individual to perform the essential functions of the job.

Alliance for Community Transformations Values: Confidentiality, Safety, Equality, Respect, Empowerment, Personal & Professional Responsibility, Social Change Through Education & Advocacy and Sustaining Ourselves & Our Communities. Alliance for Community Transformations is an equal opportunity, affirmative action employer. All qualified applicants will be considered regardless of race, color, religion, ancestry, national origin, age, gender, marital status, sexual orientation, medical condition or physical disability.

Reviewed By:		Date:	
Approved By:		Date:	
Initial Job Description Date:	02/24/2021	Revised Job Description Date:	06/22/2022

*** Upon Hire, this will be signed and dated by the applicant. ***

Signature

Date

