



Training Specialist

Kalamazoo Community Mental Health and Substance Abuse Services has an exciting opportunity for an individual who has experience working with persons of diverse racial, ethnic, and cultural backgrounds to work as a **Training Specialist**. Our training department is seeking an enthusiastic, diversity minded, creative professional to provide face-to-face training and manage online training to KCMHSAS staff and Provider staff. This person will also assist in the creation, development and maintenance of appropriate curriculum per required guidelines.

A Bachelor's degree is required in Nursing, Human Services, Organizational Learning, Education, or related field or equivalent education and experience; Master's degree preferred. Three years training and instructional design experience required, experience training staff who work with, or working directly with, individuals with a mental illness or developmental disability preferred. Advanced computer skills, including word processing, spreadsheets, database management and e-mail.

We offer competitive compensation and fringe benefits, including medical, vision and dental insurance; 10 paid holidays, generous Paid Time Off plan, continuing education, retirement plan and Deferred Compensation Plan.

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are strongly encouraged to apply. KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed.

Physical Requirements / Working Conditions:

Physical Efforts – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

Working Conditions – Office environment with noise from computers, copy machine, and telephones. Use of video display terminal (VDT) for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing VDT. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.

Apply online at www.kazoocmh.org/careers