### Position Description

| **Title:** Manager – Trauma-Informed Services Training and Project |
| **FLSA Class:** Exempt | **EEO Category:** Professionals | **WC Class:** 8861 |
| **Job Title #** 1000267 | **Salary Grade:** | **Purchase authority:** 1 |
| **Date Approved:** 2/16/2017 |
| **Revision Date:** 2/25/2020 | **Job Class:** Non-Program |
| **Revision:** Added essential element | **Licensure:** LPC or LCSW and NMT phase 1 training or NME training |

### Purpose of Position

The Trauma-Informed Services Training and Project Manager Advances concepts of trauma-informed care, through training and assessment using core concepts of the Neurosequential Model of Therapeutics (NMT)/Neurosequential Model in Education (NME).

This position reports to the Director of Trauma-Informed Services.

### Major Duties (*Essential Element*)

- Trauma specific consultation and assessment services (NMT Metrics/NME Mini-Metrics) *
- NMT/NME training and consultation for Great Circle employees to sustain NMT Site Certification
- Chair workgroups and manage projects to advance the domains of trauma-informed care internally
- Trauma training, coaching and consultation for Great Circle employees
- External trauma training (i.e. Building Trauma-Informed Schools, Caregiver Trainings, etc.)

### Competencies

- **Judgment** – ability to make thoughtful decisions in a timely and confident manner
- **Execution & Results** – ability to adapt to change, effectively cope with the unexpected, systematically problem solve, follow-through and ensure accuracy
**Customer Focus** – properly interacts with others, the ability to work independently or with a team, ethically minded

**Motivation & Work Ethic** – demonstrates personal integrity by operating in an accountable, reliable, and respectful manner.

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**Required Education and Experience**

- Master’s degree in social sciences (i.e. psychology, education, social work)
- Licensed Practical Counselor (LPC) or Licensed Clinical Social Worker (LCSW) (required for NMT)
- NMT Phase 1 or Phase 2 trained, NME Trainer, or in progress of completion

**Preferred Education and Experience**

- Two years’ experience in the behavioral health field
- Experience working with children and families in a trauma informed environment

**Qualifications**

- Solid understanding of Great Circle’s Model of Care, the Neurosequential Model and principles of trauma-informed care
- Comprehensive understanding of Great Circle programs and services across all regions
- Strong customer service focus, excellent time management, oral and written communication skills
- Proficient in Word, Excel, PowerPoint and email applications
- Current, valid Class E driver’s license and meet Great Circle requirement for driver’s insurance

**Working Conditions**

Generally favorable working environment. Lighting and temperature adequate. Some exposure to noise. Occasionally, spends time in program environments.

**Physical Demands**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Budget Responsibility**

None
Supervisory Responsibility

None

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee printed name: ____________________________  Date: __________

Employee signature: ____________________________