



Massachusetts Council on Compulsive Gambling

We understand the problem. We can help.

JOB DESCRIPTION

JOB TITLE: Outreach Trainer

REPORTS TO: Director of Programs and Services

FLSA STATUS: Non- Exempt

Main Function: The Outreach Trainer is a part-time, non-exempt position, reporting to the Director of Programs and Services. The Outreach Trainer is responsible for delivering organizational capacity building and resource development through the delivery of training, technical assistance, and program development and coordinates the organizations core services of training and technical assistance and community outreach. (.5 FTE)

Essential Job Function:

- **Training and Technical Assistance Program (90%)**
 - Facilitate gambling disorder education and cultural competency trainings for advocates, staff, treatment and health and human services organizations and related social service providers;
 - Keep in periodic contact with previously trained providers to engage in assessment of needs, disseminate current information, and provide additional training and/or technical assistance as requested.
 - Deliver site specific programs or regional trainings for staff at BSAS funded programs.
 - Provide subject matter and technical expertise to stakeholders and partners as needed;
 - Deliver trainings to DPH treatment sites.
 - Provide technical assistance to all interested stakeholders and interested recipients.
 - Oversee and collaborate with other program staff on the development and presentation of MA Council trainings, workshops, and conferences
 - Distribute and collect evaluation for all technical assistance and trainings recipients
 - Other relevant duties, as assigned by Director of Programs and Services;
- **Reporting: (10%)**
 - Maintain contact database and ensure key current and prospective stakeholders are included in MA Council communications and events.
 - Submit monthly report forms, attend staff meetings and communicate in a timely manner

QUALIFICATIONS/REQUIREMENTS:

Bachelor's in related field or appropriate combination of experience in the public health arena. Ability to communicate with and mobilize a variety of community sectors, including healthcare, to action. Responsibilities and performance will be reviewed quarterly. All employees that work over 18.75 hours/week are eligible to receive medical and dental health benefits, and pre-tax FSA and commuter pass benefits.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands; reach with hands and arms and talk or hear. The employee must regularly lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The Massachusetts Council on Compulsive Gambling is an equal opportunity employer. We encourage all qualified individuals to apply for positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.