



**Children's
Bereavement +
Center**



Lift From Loss®

Free grief groups for families

Free grief groups for adults 18+

JOB DESCRIPTION FOR TRAINING MANAGER

Position: Mental Health Training Manager

Scheduled work hours: Business Hours, including some evenings and weekend hours

Status: Full time salaried; exempt

Reports to: CBC's Director of Programming

About Children's Bereavement Center (CBC)

Founded in 1999, the Children's Bereavement Center's (CBC) provides FREE Grief Peer Support Groups to children, teens, adults and their families across South Florida and nationwide. CBC's weekly grief peer support groups reach more than 1,000 participants and community outreach and education touches more than 10,000 people each year, providing information on the impact of loss on children and families. The CBC's mission is to empower grieving children and adults to adjust to life after the loss of a loved one within a supportive community of their peers, and to promote healthful grief, resilience and positive growth.

Training Manager Position Summary

The Training Manager is responsible for developing and conducting unique training programs for CBC as well as soliciting new contracts for CBC training in South Florida and beyond. They will work with the Director of Programming and Program Manager to both oversee and implement CBC training-related goals and the other CBC department as related to training services. This position consists of both remote and in-person responsibilities and therefore the candidate must reside within the South Florida area in Miami-Dade, Broward, or Palm Beach Counties.

Position Responsibilities:

- Conducting the CBC training sessions with the community in both online and in-person formats;
- Researching curriculum on an ongoing basis to remain up-to-date on developments in the grief field;
- Creating printed and instructional materials to be used in training sessions;
- Marketing CBC training opportunities to community partners and providing information on the benefits of training participation to successfully sign new training contracts;
- Creating and following through on training schedules and calendars;
- Tracking and creating reports on outcomes of all training sessions and maintain training records for CBC;
- Leading Office Hours;

- Making visits to Phase 2 site partners; and
- Representing CBC at community events, including assisting with outreach efforts, and presentations.

Required Skills:

The Training Manager position requires the availability to work during the regular workday and at times, outside of traditional business hours. Additionally, this position must be able to travel around South Florida to Miami-Dade, Broward, and Palm Beach Counties. This person also must have the ability to work independently and within a team and the ability to effectively use communication skills. High preference given to candidates who speak Spanish and/or Creole. Additional skills required include:

- Master's Degree in the Mental Health Field required, with active license preferred (i.e., LMHC, LCSW, LMFT);
- 5-8 years overall professional experience, 3-5 direct experience in the mental health field with preference given to those that have worked with the grieving community;
- Minimum of 3 years of experience in providing trainings and presentations both via in-person and virtual formats;
- Previous experience in providing psychoeducational presentations to children, teens, and adults;
- Experience with sales and has a comfort level in pitching the training program to both established partners and new partners.
- Knowledge of Microsoft Office Suite and Virtual Meeting Platforms (i.e., Zoom, Teams etc.);
- Superior communication (written and verbal) and interpersonal skills;
- Critical thinking and problem-solving skills;
- An excellent team player who works collaboratively with others and inspires those around them;
- Highly motivated, action-oriented self-starter with strong organizational skills, especially time management, multitasking, and coordination;
- Demonstrates a high level of integrity, professional maturity, and sound judgment; and
- Has the flexibility and availability to work outside of traditional business hours and able to travel locally around South Florida.

Compensation:

CBC Employee Benefits following a probationary period of ninety (90) days include:

- **Vacation Days** - 10 Accrued Vacation Days (per calendar year)
- **Paid Holidays** - 14 paid holidays
- **Bereavement Leave** - 1 week
- **Health Insurance** - Employee premium-paid Health Insurance 100% by employer (does not include vision and dental). Family benefits may be purchased by employee. Details: Plan is through United Health Care and it is a \$2,000 deductible in Network; Co-Pay \$25/\$50 in Network; Rx \$10/40/150/300/500); Out of Network Deductible \$6,000
- **Dental Insurance**
- **Vision Insurance**

- **401K** - After a year of employment
- **Communication Reimbursement** - \$100 per month
- **Gas/Parking/Tolls Reimbursement** – \$0.655 per mile
- **Professional Development Opportunities**
- **Remote / Hybrid Office** – Computer will be provided

Pay: From \$55,000.00-\$65,000 per year

Contact:

Interested candidates should submit a resume and interest in position by e-mail to Julissa Reynoso, Director of Programming, Julissa@childbereavement.org or apply on job boards where the position is posted.