**JOB TITLE:** Bilingual Trainer  
**FLSA Status:** Exempt

**Company Information:** Mental Health Association in New York State, Inc. (MHANYS) is a statewide non-profit 503 (c) organization. The mission of the MHANYS is to improve the lives of individuals, families, and communities by raising mental health awareness, ending stigma and discrimination, and promoting wellness and recovery.

MHANYS advocates for change in the mental health system ensuring access for all, fights stigma through community-based partnership programming, works to increase mental health literacy, and provides information on mental health issues and services. Our organization is comprised of 26 affiliates in 50 counties throughout NYS.

Grounded in a public health approach, MHANYS works to increase mental health literacy and help seeking behaviors across the lifespan. Understanding the social determinants of mental health and how they play out over a lifetime is upstream prevention that can empower individuals and transform communities. [www.MHANYS.org](http://www.MHANYS.org)

In 2015, MHANYS was able to get the NYS School Mental Health Education law passed. MHANYS’ School Mental Health Resource and Training Center first opened its doors for the 2018 – 2019 school year to address the law. In January 2020, the Resource Center added its Family Education Project, allowing it to reach entire school communities. The Resource Center provides training and resources to all New York State school communities. [www.mentalhealthEDnys.org](http://www.mentalhealthEDnys.org)

**Responsibilities Include but not limited to:**

**Education.** Provide trainings and program support for the delivery of MHANYS educational programming, specifically for members of the Hispanic and Latinx community. Serve as a content trainer of Mental Health First Aid (Adult/Youth and other modules), Mental Health and Wellness 101, and other mental health-related trainings as needed. Ability to facilitate training sessions in English and Spanish for audiences that include peers, consumers of mental health services, youth, community members, and organizations. Operate within a team and organization that focuses on building a trauma-informed approach to carrying out its mission.

NOTE: MHA will cover the cost to become certified as a Mental Health First Aid (Youth & Adult) and other programs if the selected candidate is not already certified.

**Program Development.** Lead effort to develop and implement culturally and linguistically appropriate content for MHANYS’ mental health education materials, visual aids, presentations, and group settings for Hispanic and Latinx communities. Attend community and workplace meetings, health fairs, workshops, and presentations as assigned.

Participate in discussions on mental health education needs and the development and delivery of mental health education programs.

**Essential Duties & Responsibilities:**

1) Serve as a member of MHA’s training team and regularly deliver the following courses: suicide prevention, MHFA (modules assigned), Advocacy, De-Escalation, and other training in Spanish and English on a routine basis.

2) Obtain and maintain instructor certification in MHFA Adult and Youth. Certification of other MHFA modules such as Veteran, Public Safety, Older Adults, Higher Education, etc. as determined by supervisor.
3) Deliver training in-person and virtual environments in a professional, yet engaging manner.

4) Work with MHA’s training team to revise existing training courses, research, and develop/implement new curricula as needed.

5) Assist in planning agency educational training/events calendar for the fiscal year.

6) Market available training opportunities (English and Spanish language) to community members/stakeholders and provide necessary registration information and logistical details.

7) Conduct data entry for MHFA, and other training in appropriate internal and external databases, and MHFA Instructor Portal).

8) Assist with training logistics (as instructed):
   a. Securing venue and catering, beverages and snacks for training;
   b. Entering available training dates on the MHA website (managing the number of participants) and responding to scholarship requests (where applicable);
   c. Communicating with registered participants regarding training;
   d. Ensuring the timely set-up and preparation of materials in advance of training date, etc.
   e. Ensuring set-up of courses within various virtual, secure online platforms.

9) Respond appropriately and promptly to all inquiries regarding training.

10) Other tasks as assigned by your supervisor but not explicitly mentioned above.

**Knowledge, Skills & Abilities:**

Ability to:
- team-player and self-starter;
- create, compose, and edit written materials; and
- meet tight deadlines.

- Strong interpersonal and communication skills (written and verbal) and ability to work effectively with a wide range of constituencies in diverse communities.
- Ability to promote principles of recovery and cultural competency.
- Possess professional demeanor and commitment to high quality of service.
- Strong organizing, coordinating, and computer skills needed.

**Education and/or Experience:**

Minimum Education: BA in Education, Psychology, Public Health, or Human Service Field; MA preferred. Demonstrated fluency in English and Spanish (spoken and written) is a requirement. At least 3-5 years in the mental health or related human services field, with progressive responsibilities in public health, human services, or similar community-based programming. Candidates with prior community engagement and training/facilitation/teaching experience preferred. Passion for mental health education and advocacy. MHANYS is committed to workforce diversity. EEO.

Submit Cover Letter and Resume to jmalatino@mhanys.org.