

---

<b>Job Title</b>	MHSC Training Assistant
<b>PVN ID</b>	HC-1703-001731
<b>Category</b>	Administrative Services
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	MHSC
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$15.00-\$15.00
<b>Hour(s) a Week</b>	0.00
<b>Closing Date</b>	Nov 28, 2017 (Or Until Filled)

## General Description

---

The New York City Mental Health Service Corps (MHSC) is a key initiative of Thrive NYC: A Mental Health Roadmap for All— a comprehensive public health approach to mental health designed to promote and protect the wellbeing of all New Yorkers. The MHSC fills the too long neglected gaps in mental health and substance use services throughout NYC by creating a corps of approximately 400 mental health clinicians placed in high-need communities. Through best practices and a better design of care, the initiative will increase the diversity of behavioral health clinicians in the workforce and strengthen care where it is needed the most.

MHSC focuses on the recruitment, training, and support of early career social workers and licensed mental health counselors to become fully licensed behavioral health clinicians with a specific focus on incorporating evidence-based practices in primary care and behavioral health settings throughout New York City. Through a structured supervision system and task-shifting model, clinicians are able to obtain advanced licensure through the MHSC and strengthen their own capacity to be able to provide sound behavioral health services in marginalized communities and populations. MHSC is a city-funded program housed under Hunter College, CUNY and the Research Foundation of CUNY. All MHSC staff are employees of the Research Foundation of CUNY.

### Position Summary

The Training Assistant will support the MHSC Training Manager and Training Specialist on scheduled training days in order to ensure that the training schedule and activities are carried out in an organized and efficient manner. Available schedules will be 8:00am to 4:00pm or 10:00am to 6:00pm on training days. There will also be a paid orientation day prior to the first training day. Scheduled training days for 2017 are as follows: 5/8-5/9/17; 7/11-7/13/17; every weekday from 8/21/17 through 9/15/17 (not including Labor Day holiday); 2 dates in October TBD.

## Other Duties

---

### **Key Responsibilities**

- Assisting in pre-training set-up
- Picking up, dropping off, preparing, and handing out training materials
- Overseeing delivery and service of food and/or beverages to trainees
- Communication and coordination within the training team and other departments
- Problem solving and trouble-shooting technical difficulties
- Post-training clean-up

## Qualifications

---

### **Qualifications**

- High School Diploma required;
- Enrollment in a college or graduate degree program (education, sociology, human services, public health, psychology) preferred;
- Background or interest in mental health, training, and education preferred;
- Familiarity with Windows, Microsoft PowerPoint, audio/visual equipment, and flash drives required;
- Have a strong sensitivity to cultural differences present among staff and clients within our organization and among the people we serve and their families; and
- Deep commitment to teamwork and work collaboratively and respectfully with others