

WRAPAROUND TRAINER

| | |
|---------------------------|----------------------------|
| JOB TITLE | Wraparound Trainer |
| REPORTS TO (title) | Workforce and QI Director |
| DEPARTMENT NAME | Statewide Training Program |
| FTE | 1.0 FTE |
| FLSA | Exempt |
| PAY GRADE | 13 |

OFSN strives to create a team of engaged employees who represent diverse backgrounds, languages, points of view and experiences. We understand that achieving equity is a continuous process, and we work to maintain the highest standards of ethics, transparency, and accountability.

OFSN is a family run organization that values those who have direct experience raising a child with significant mental, behavioral or other complex health challenges. OFSN gives preference to hiring individuals who have this direct experience.

PRIMARY PURPOSE

The Wraparound Trainer provides training, consultation and technical assistance to Coordinated Care Organizations (CCO) regions specific to the family support specialist role associated with Wraparound practice guidelines and in alignment with the National Wraparound Initiative. The Trainer meets at least quarterly with the OHA Wraparound Program Coordinator, and approved Wraparound training, coaching, and technical assistance partners to coordinate and schedule Wraparound training, align training content, review and evaluate training and technical assistance feedback. The Wraparound Trainer supports the Family Support Specialist role and integration within the Wraparound team based on the ten principles of the Wraparound process, phases and activities of Wraparound and core competencies and ethics of family support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Training and Consultation (80%)

- Use evidence based and best practices for curriculum development and training delivery.
- Positively engage with training participants and use adult learning theory and popular education practices in training delivery. Provide a positive perspective, model effective communication, and demonstrate a positive peer role.
- Develop and deliver family support specialists specific Wraparound training modules each quarter, to align in close proximity to the dates of the division approved Wraparound Foundations training Part 1.
- Provide regular and consistent Family Support Specialist training in person and virtually as needed by regions to build role specific skills, confidence and understanding of high fidelity and quality Wraparound.
- Schedule, coordinate and track group based coaching sessions for Wraparound Family Support Specialists to elevate the professional role related to fidelity Wraparound and Family Support Specialists Core Competencies.
- Provide consultation and technical assistance to Family Support Specialists specific to the role within Wraparound and in alignment with the Family Support Specialist Core Competencies.

Administrative (10%)

- Participate in community and stakeholder meetings and workgroups as requested.

- Work as part of a collaborative statewide workforce development team.
- Access and secure confidential information and training materials.
- Produce and maintain accurate and timely documentation according to the assigned work (e.g., scheduled reports, data collection and entry, participant attendance and Continuing Education Unit provisions).

OTHER DUTIES AND RESPONSIBILITIES

- Participate in statewide committees, task forces and commissions as assigned.
- Liaison family experiences across the state with system advisory boards.
- Clearly and effectively articulate the strengths and challenges of navigating multiple systems as a parent/caregiver.
- Other duties as assigned or needed by the organization.

QUALIFICATIONS

- Requires at least 1 year experience working as a Family Support Specialist in high fidelity Wraparound.
- Direct experience as a parent or primary caregiver who has navigated multiple child-serving agencies, including but not limited to, mental health, addiction treatment services, child welfare.
- Must be able to meet all state requirements and be registered as a Traditional Health Worker with a specialty of Family Support Specialist within 6 months of hire.
- Ability to articulate the experience and perspective of a parent/caregiver of a child with complex needs to build mutuality with families.
- Excellent written and verbal communication skills, and ability to present and work with diverse audiences, specifically racial, ethnic, gender expression, socioeconomic, education, spiritual and alternative cultural backgrounds.
- Must be able to pass preemployment requirements, which include a criminal and abuse background check.
- Ability to develop and deliver complex curriculum to specific and general audiences.
- Ability to work independently and part of a team.
- Have reliable transportation, valid and current automobile insurance, and an insurable driving record, or access to reliable transportation.
- Comprehensive knowledge of, or ability to use, Microsoft Office (such as Word, Excel, PowerPoint), database, and electronic health record software, and virtual platforms (such as Zoom and Google Meets).

1. PHYSICAL DEMAND –

The physical effort typically applied in this job includes (check all applicable boxes):

| | | | |
|--|---|--|---|
| <input checked="" type="checkbox"/> Lifting | <input type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching | <input type="checkbox"/> Manipulating |
| <input checked="" type="checkbox"/> Carrying | <input checked="" type="checkbox"/> Pushing | <input type="checkbox"/> Shoveling | <input checked="" type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Other (specify) | | | |

A. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

| Amount of Effort Applied | % of Time Effort is Applied | | | |
|--------------------------|-----------------------------|------------|------------|---------------|
| | Less than 15% | 15% to 40% | 40% to 70% | More than 70% |
| Less than 1lb. | | | | X |
| Between 1 & 5 lbs. | | | X | |

| | | | | |
|----------------------|--|---|--|--|
| Between 5 & 25 lbs. | | X | | |
| Between 25 & 60 lbs. | | | | |
| More than 60 lbs. | | | | |

B. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

| | | |
|--|--|---|
| <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Standing | <input checked="" type="checkbox"/> Walking |
| <input checked="" type="checkbox"/> Stooping | <input type="checkbox"/> Bending | <input type="checkbox"/> Confined |
| <input type="checkbox"/> Other (specify) | | |

2. MENTAL OR VISUAL DEMAND

| | |
|-------------------------------------|--|
| <input type="checkbox"/> | Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals. |
| <input type="checkbox"/> | Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved. |
| <input type="checkbox"/> | Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects. |
| <input checked="" type="checkbox"/> | Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy specifications for sustained periods. |
| <input type="checkbox"/> | Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work. |

WORKING CONDITIONS –

| | | | |
|---|--------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Dust | <input type="checkbox"/> Dirt | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold |
| <input type="checkbox"/> Fumes | <input type="checkbox"/> Noise | <input type="checkbox"/> Vibration | <input type="checkbox"/> Water |
| <input checked="" type="checkbox"/> Other (specify) | | | |

A.

| | |
|-------------------------------------|---|
| <input type="checkbox"/> | The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job. |
| <input checked="" type="checkbox"/> | Work is typically performed under good working conditions; while exposure to any or all the above elements may occur, such exposure is generally not present to the extent of being disagreeable. |
| <input type="checkbox"/> | The job is often performed under somewhat disagreeable working conditions; exposure to any or all the above elements is likely, with at least one present to the extent of being disagreeable. |
| <input type="checkbox"/> | The job is continuously performed under disagreeable working conditions; exposure to any or all the above elements is probable, with several being present to the extent of being objectionable. |
| <input type="checkbox"/> | Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive. |

3. ATTENDANCE

Compliance with general company standards while in office, traveling or in communities.
 Some travel and overnight stays in Oregon will be required.
 Some weekend and evenings will be required.
 Work schedules often vary and require flexibility based on organizational needs.
 May require remote or virtual work and training delivery.
 Requires regular and reliable attendance.

4. SAFETY –

Compliance with general company standards.

Additional safety precautions apply, including communicating status of location, adhering to safety protocols for community-based work and emergency situations.

5. EEO CLASSIFICATION

| | | | | | | | |
|--------------------------|---------------------------------------|--------------------------|------------------------------------|-------------------------------------|------------------|--------------------------|----------------|
| <input type="checkbox"/> | Executive/Senior Level Managers (1.1) | <input type="checkbox"/> | First/Mid Level Managers (1.2) | <input checked="" type="checkbox"/> | Professional (2) | <input type="checkbox"/> | Technician (3) |
| <input type="checkbox"/> | Sales (4) | <input type="checkbox"/> | Administrative Support Workers (5) | <input type="checkbox"/> | Craft Worker (6) | <input type="checkbox"/> | Operative (7) |
| <input type="checkbox"/> | Laborer (8) | | | | | | |

SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.

| | | | |
|-----------------------------|--------------|---------------------------------|--------------|
| <i>Immediate Supervisor</i> | <i>Date:</i> | <i>Next Level of Management</i> | <i>Date:</i> |
| <i>Human Resources</i> | <i>Date:</i> | <i>Employee</i> | <i>Date:</i> |