



Job Title: Training Assistant

Department:	Mental Health	Job Status:	Full Time (37.5 hours)
FSLA Status:	Non-Exempt	Reports to:	Fiscal Operations Manager
Grade/Level:	3N	Amount of Travel Required:	25%
Work Schedule:	Mon-Fri, 8:30 to 4:30	Positions Supervised:	None

POSITION SUMMARY

The Training Assistant provides administrative and set up support for the MHB Network Training program.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**** - additional tasks assigned at 37.5 hours**

Essential Functions Statement(s)

- Set up and monitor training registrations on Constant Contact and Zoom.
- Maintain current training information on website calendar.
- Draft and send out training reminders, survey links, and CEU links.
- Prepare handout of training materials.
- Assist with room set-ups and sign in for in-person trainings.
- Maintain training logs.
- Maintain and update MHB website
- Update Service Directory
- Update weekly Hot Sheet
- Maintain and update MHB Social Media Accounts ******
- Prepare network training marketing materials - training flyers, event notices ******
- Understands and supports the mission, vision and values of the Mental Health Board.
- Other duties as assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability – Ability to accept responsibility and account for his/her actions.
- Attitude toward Others- maintain a positive, open, and objective attitude toward others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Confidentiality- Ability to maintain confidentiality in all aspects of work.
- Detail-Oriented- the ability to see and pay attention to details; the ability to recognize the component parts of a procedure or object, and to verify the correctness or error in an individual part or procedure.
- Frequent Interaction with Others- Maintaining a friendly interface with others while comfortably dealing with multiple interruptions on a continual basis.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Meeting Standards- the ability to see and understand the stated requirements established for a job, and a person's commitment to meeting them.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.

- Prioritize- Ability to prioritize and manage work appropriately to meet deadlines.
- Professional- Ability to provide professional and courteous customer service at all times.
- Reliability - The trait of being dependable and trustworthy.
- Respect for Policies- the ability to see and appreciate the value of conducting business affairs according to the intent of company policies and standards.
- Responsible - Ability to be held accountable or answerable for one's conduct.

SKILLS & ABILITIES

Education: High school diploma

Experience: One year of experience in facilitating training events (preferred) or in a clerical position.

License: Must possess a valid driver's license and certificate of current auto insurance.

Computer Skills: Proficient Microsoft Office skills

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)
Walk Sit	O (Occasionally)
Handling/Fingering Reach	F (Frequently)
Outward	F (Frequently)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	N (Not Applicable)
Squat or Kneel	N (Not Applicable)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	O (Occasionally)
11-20 lbs	O (Occasionally)
21-50 lbs	N (Not Applicable)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	O (Occasionally)
13-25 lbs	O (Occasionally)
26-40 lbs	N (Not Applicable)
41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Peripheral)

WORK ENVIRONMENT: Office environment.

The McHenry County Mental Health Board, in conjunction with the County of McHenry Human Resources Department, has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

This document does not represent a contract of employment, and the Mental Health Board reserves the right to change this job description and/or assign tasks for the employee to perform as may be deemed appropriate.

By signing below, I acknowledge that I have received and reviewed this document.

____ Original

____ Annual Review

____ Other Review

Employee Signature: _____

Date: _____

Supervisor Signature: _____ Date: _____

If original:

Effective Date: _____

If revised:

Proposed Effective Date: _____

Approved effective date: _____