



CRAWFORD COUNTY  
MENTAL HEALTH CENTER

**CCBHC**

Certified Community Behavioral Health Clinic

3103 N. Michigan Street  
Pittsburg, KS 66762

620-231-5130  
[www.crawfordmentalhealth.org](http://www.crawfordmentalhealth.org)

Crawford County Mental Health Center in Pittsburg, KS is seeking a full-time **Training Coordinator**. This position oversees tracking, organizing, coordinating, and providing training needs for the employees of the agency.

Qualifications:

- Bachelor's degree in management, human resources, business, social work, human services, or related field, or one to two years' experience in a related field or any similar combination of education and experience.
- A high degree of organization and detail orientation is required.
- Excellent written and oral communication skills and a professional demeanor are required.
- Outgoing and energetic personality for training events
- Ability to interact well with the public
- Organized and motivated
- Basic knowledge of human resource processes, procedures, and documentation
- Proficiency in Microsoft Excel and Word
- Valid driver's license and ability to operate a motor vehicle legally
- Excellent organizational and time management skills

Essential Job functions:

- Become a Mental Health First Aid Certified Trainer and coordinate and provide training for the agency and community.
- Become a Management of Aggressive Behavior (MOAB) certified trainer. Coordinate and provide training for the agency.
- Become a trainer and provide the ASIST training to required staff and community.
- Ensure employee competency utilizing electronic software, RELIAS, to monitor, track, and maintain employment and agency-required training for all staff
- Attend various workshops, seminars, and meetings to ensure that staff are competently trained in all licensing, regulations, statutes, and grant-funded obligations on an ongoing basis
- Ensure that all specialized programs and departments have staff that are competently trained in alignment with the proper State of Kansas unit granting authority to operate
- Maintain all Continuing Education Units and Continuing Medical Education Units for all staff

- Serve as the liaison for community trainings and coordinate, schedule, set up, and facilitate in those trainings, including providing materials, food/refreshments, certificates for attendees, and working with the marketing department for promotion of events
- Responsible for monitoring and notifying supervisors of delinquent staff training on a timely basis
- Responsible for coordinating employee onboarding with Human Resources and other departments.
- Responsible for enrolling new staff in mandatory state training, Kansas Train and Interactive Community Event (ICE) scheduling.
- Ensuring staff have a Unite Us account.

Salary and benefits package starting at \$57,000. Benefits package includes participation in KPERS Retirement System, health, dental, and life insurance.

Position open until filled. Apply online at <https://www.crawfordmentalhealth.org/careers/>

Or Send resume and references to:

Human Resources  
911 E. Centennial  
Pittsburg, KS 66762  
620-235-7148 Fax  
[careers@cmhccc.org](mailto:careers@cmhccc.org)

Equal Opportunity Employer

Please indicate **Training Coordinator** on your application or resume.