

Position Description

Job Title: Director of the Hanna Training Institute

Department: Administration

Supervisor: Executive Director

Status: Exempt

General Summary: The Director of the Hanna Institute oversees the operations of the Institute and plans, coordinates and implements training for the Hanna Boy Center staff and our community partners. The Director is charged with assessing the needs of communities and community based organizations in the area of training, staff development and organizational development and aligning training and consultation services to meet those needs.

Duties and Responsibilities:

- Follows HBC policies and procedures at all times.
- Respects HBC core values.
- Outreach to and network with community partners.
- Provide presentations in the community on issues impacting youth and youth wellness.
- Build collaborations and networks with other government and community based organizations.
- Work with Leadership Team to develop and deliver trainings on topics to benefit Hanna Boys Center and our community partners.
- Document activities and processes and prepare monthly reports.
- Develop training curriculum, materials and presentations.
- Research, select and coordinate vendors involved with Institute.
- Attend case and clinical consultations as requested.
- Coordinate contracts and requests for services and coordinate billing with finance department.
- Work in close collaboration with Development and Facilities staff on coordinating training and meeting spaces.
- Plan and deliver all aspects of the Sonoma Seminar Series.
- Work with Community Care Licensing on securing Continuing Education Units (CEUs) approval for training offerings where appropriate.
- Negotiate CEUs for training offerings with other entities whenever appropriate.
- Demonstrate willingness to continue to learn, grow and develop personally and professionally.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Excellent written and verbal skills
- Strong customer service orientation
- Strong presentation and public speaking skills
- Valid CA state driver's license
- Demonstrated skills in project management
- Strong knowledge of the impact of trauma, adversity, neurobiology and trauma informed care
- Master's Degree preferred; Psychology, Social Work, Marriage/Family Therapy, Nursing or Public Health
- Bilingual (Spanish/ English) preferred

Comments:

This position requires the ability to sit for extended periods of time and the ability to manage repetitive hand/wrist movements while using a computer keyboard and/or the phone. The ability to bend, squat, stoop, and walk up flight of stairs. The ability to lift and/or carry up to 20 lbs., occasionally. Duties are primarily performed in an office environment at a desk or computer terminal.