



Program Director

Certified Peer Specialist Training Program

Immediate Opening for CPS Program Director

The Transformation Center is seeking a Program Director to administer our statewide training program that educates, tests and certifies peer specialists throughout Massachusetts. We are seeking a dynamic leader who will guide our CPS training team as it continues to be a national model of professional development for peer specialists. Our Certified Peer Specialist curriculum is a rigorous advanced-level training. As a leader in building recovery-focused peer support, the Program Director must have substantial experience with giving and receiving peer support as well as managerial experience. In the past 10 years, we have certified over 600 Peer Specialist who work in a wide variety of peer support roles across Massachusetts and the nation. The Program Director must have the capacity to maintain and develop relationships at a national level so that our CPS training remains current with evolving CPS standards and practice. The Program Director must stay current with innovative practices in supervision, continuing education and workforce development for Certified Peer Specialists.

The Transformation Center Training

The Transformation Center is a statewide agency governed and staffed primarily by people with lived experience of trauma, mental health diagnosis and/or extreme emotional distress. As persons in all stages of recovering our wellness, we promote the growth and voices of people with lived experience. We facilitate these diverse voices to impact and transform policy and practice. Our vision is to live in communities where people experience well-being and help each other to overcome the challenges we face with mutual respect and compassion.

The CPS training includes classes that cover 24+ modules including small group activities and homework. After completing the CPS class, students are eligible to take a written examination for the Peer Specialist Certificate. Students demonstrate a host of abilities necessary in the Certified Peer Specialist role, including cross-cultural partnering, moving through fear and human experience language. The training is not entry level instruction in peer support but rather is designed for those that have been actively involved in giving and receiving peer support either through work or volunteer activities.



Responsibilities

CPS Program Director guides all aspects of the Peer Specialist Certification Program including day-to-day operations, curriculum development, schedule and logistics coordination, gathering and incorporating input about the program into quality improvement activities, the development and use of objective program metrics, and selection and supervision of staff and consultants. The Director's responsibilities include:

- ensure that CPS trainings are carried out as contracted and that all logistics and training preparations and follow-through are accomplished in a timely manner and in keeping with the mission of The Transformation Center
- orient new staff, training team consultants and volunteers and oversee the hiring process for the program
- provide coordination, support and mentoring to the training team to ensure cohesiveness
- ensure the use of standardized and objective metrics for evaluation of curriculum components and for evaluation of CPS trainers and trainees
- oversee data collection, analysis, and reporting related to the CPS program; ensure that all program requirements are being met including written reports to funders
- initiate outreach and respond to requests to communicate the policies and principles of the CPS program and to gather varied perspectives and data that can be used to evaluate and improve the CPS program
- work with the training team to adapt the training curriculum in such a way that peer support workforce development addresses access and focuses on a trauma-informed, multicultural, multi-language, multi-identity approach to recovery
- coordinate the work of the CPS Oversight Committee and develop relationships at a national level to remain current regarding CPS practice and workforce development
- educate the community about the CPS role and the CPS Program



Qualifications

Knowledge, Skills, and Abilities:

- Demonstrated and proven leadership qualities
- Knowledge, skills, and ability to train/mentor staff
- Strong organizational, administrative, communication, and interpersonal skills required
- Substantial experience with giving and receiving peer support
- Proficient computer skills with Internet and MS Office (Outlook, Word, Excel etc.)
- Understanding of issues facing people living with trauma or other mental health challenges
- Acceptance of a variety of lifestyles, behaviors, cultural, and spiritual practices;
- Excellence in oral and written communication
- Demonstrated ability to effectively collaborate with people from diverse backgrounds and varied lifestyles

Experience: Five (5) or more years of management and leadership experience and lived experience of trauma, mental health diagnosis and/or extreme emotional distress are required; experience working with diverse populations; experience with trauma-informed environments and a background in training and education are preferred.

Application Process

Applications will be accepted until the position is filled. Interested candidates should submit a letter expressing in detail your interest in the position and what you believe you can contribute to the CPS Training Program. The letter should be accompanied by a current resume and names and contact information for three references.

Electronic submissions are preferred. Materials should be emailed in Microsoft Word or Google Docs or PDF format to justinb@transformation-center.org. Mailed and faxed submissions will be accepted.

The Transformation Center offers a competitive salary and benefits package. We encourage candidates with disabilities, women, persons of color and others who represent distinct linguistic or cultural communities to apply.

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