

Statewide Bilingual Trainer of Care Workers Position Description

Summary - Energetic bilingual (Spanish-English) educator or trainer is needed to engage paid, professional home care workers and unpaid family caregivers in developing knowledge, skills and abilities via training held online and in-person. Position requires occasional overnight travel to remote areas of New Mexico.

Major Areas of Responsibility - Works under direction of Program Director to deliver training in all aspects of care, using materials developed by statewide coalition, to home care workers working for agencies (nursing home, residential care, home health and home care agencies) and to unpaid family caregivers seeking additional knowledge in caring for loved one.

Required Knowledge, Skills, and Abilities

- **Communication skills.** Exceptional communication skills required. Ability to communicate effectively with paid caregivers, unpaid family caregivers and employers hosting trainings.
- **Technology skills.** Proficiency with MS Office Suite, especially Word, Excel and PowerPoint, Zoom and other online platforms and social media.
- **Detail-oriented.** Requires thorough familiarity of and understanding of materials already developed; ability to understand person-centered exceptions to rules and regulations; willingness to develop new materials as required to better engage adult learners.
- **Problem-solving skills.** Must be able to instruct employees, employers and unpaid family caregivers in how to solve person-centered problems related to care recipients and/or loved ones.
- **Wisdom and Discretion.** Adult learners and/or employers may share highly-confidential information related to his/her role in organization and even issues family caregivers may face. Position requires high degree of confidentiality, including adherence to legal and ethical issues surrounding care.
- **Travel.** Reliable transportation required; ability to travel to urban and rural areas throughout New Mexico. Position includes occasional overnight travel/stays to remote areas of New Mexico.
- **Schedule.** Weekdays. Occasional nights and weekends may be required.

Education/Experience - Master's degree in education, educational leadership, occupational health and safety instruction or equivalent of three years' increasing responsibility in training care workers.

Salary - \$45,000

Caregivers, persons with disabilities, persons of color, Community Health Workers/Representatives especially encouraged to apply.

Email resume and cover letter to info@nmdcc.org. Deadline is Thursday, September 23, 2021.