



The Community Partnership
For The Prevention
of Homelessness

SYSTEM TRAINER (Independent Contractor -1099 Position)

JOB TITLE: Coordinated Assessment and Housing Placement (CAHP) System Trainer
JOB TYPE: Independent Contractor
TERM: February 1, 2023 – December 31, 2023 with agency option to extend
SALARY: Please include compensation requirement as a part of your application

POSITION SUMMARY

The Coordinated Assessment and Housing Placement (CAHP) Trainer is a time-limited position designed to support the implementation of the community's CAHP system. This includes facilitating virtual trainings for case managers and outreach workers, pre- and post-work for each training, email correspondence, and compiling training evaluation data. The Trainer, will work with the CAHP Administrator and other CAHP staff to undertake and improve training and related process. The Trainer will be required to handle the following assignments:

- Lead monthly trainings on Zoom (or other virtual meeting platform) on the four common assessments used by DC's CAHP system (VI-SPDAT/TAY VI-SPDAT, Full SPDAT, Family SPDAT, and Family VI-SPDAT) with fidelity to previously developed training materials and standard operating procedures (SOP)
- Lead additional trainings on these assessments on an ad hoc basis
- Enable participant comprehension through effective training styles and skills
- Manage virtual meeting host capabilities while facilitating training

No Employer-Employee Relationship would be established. It is expressly understood and agreed that during the term of this engagement, TCP's relationship with the System Trainer will be that of an independent contractor and that neither this notice nor the services to be rendered hereunder shall for any purpose whatsoever or in any way or manner create any employer-employee relationship.

REQUIRED SKILLS AND ABILITIES

- Extensive experience in facilitating meetings for a variety of audiences, including but not limited to clients, case managers, managerial staff and organizational leadership
- Considerable experience facilitating assessments used in health care and social services. Strong preference for trainers with experience facilitating assessments in homeless services, specifically the SPDAT suite
- Advanced computer literacy and expertise with software use in a typical office environment, including MS Word, MS Excel, MS PowerPoint, MS Teams, and Zoom. Preference for experience with Salesforce and FormAssembly
- Excellent communication skills, to include the ability to communicate clearly in writing and verbally to a wide range of audiences (consumers, front line staff, program

- representatives, public and private agency directors, etc.)
- High level of attention to detail
- Outstanding organizational and planning skills
- Ability to effectively prioritize and manage multiple tasks at the same time.
- Comfort with public speaking and providing instruction to large groups
- Ability to conduct self-directed work and/or function as a part of a team
- Previous case management or direct service experience with highly vulnerable individuals experiencing homelessness and other subpopulations such as youth, older adults and families, preferred
- Prior experience within Coordinated Assessment and Housing Placement (CAHP) systems and Homeless Management Information System (HMIS) data entry and reporting, preferred (work on WellSky systems would be considered compatible)
- Ability to critically think and problem solve on both specific projects and larger systemic instances
- Ability to work on site in the District of Columbia, as necessary, perhaps up to five days per week

ESSENTIAL TASKS INCLUDE THE FOLLOWING:

Training Pre-work:

- Review and approve training registrants in accordance with eligibility criteria
- Communicate training details effectively to participants in preparation for their training
- Ensure Zoom meeting is properly set up for training facilitation in alignment with training SOP

Training Post-Work:

- Complete all post-training activities in SOP, including but not limited to:
 - Create electronic certificates for training participants
 - Update user profiles in HMIS database reflecting their training

Administrative Tasks:

- Meet monthly with CAHP administrator and CAHP training liaison for check in on training activities
- Manage email correspondence with case manager and outreach providers regarding training details and requirements weekly
- Prepare report of training evaluations data quarterly

Other Tasks:

- Review and update training curriculum and supporting materials
- Develop and record subsystem-specific orientation trainings and record them
- Develop and record CAHP orientation annual refresher training
- Facilitate CAHP system orientation training sessions and post-training activities

- Other duties assigned as deemed appropriate

QUALIFICATION/ REQUIREMENTS:

EDUCATION/QUALIFICATIONS

- Bachelor's degree in human or social services, or equivalent combination of education and experience.
- Bilingual in English and Spanish a plus.
- 2+ years of training experience, including on Zoom (or other virtual meeting platforms), for health care and/or human services providers. Experience training for homeless services providers preferred.
 - 2+ years of curriculum development preferred
 - Commitment to delivery existing material with fidelity.

EQUIPMENT

TCP anticipates that the Trainer must have the following equipment to perform the tasks associated with this Trainer Position

- Computer (Minimum requirements: RAM 16 GB/Memory 500GB)
- Telephone capable of making receiving calls from state and to state
- Reliable internet service

APPLICATION PROCESS

- Email a cover letter, resume, references, and compensation requirements to Sarah Flinspach (sflinspach@community-partnership.org) with CAHP Coordinator in the subject line.
- No phone calls.

TCP has a mandatory COVID19 Vaccination (and booster) Policy. On your first day on site, you will be required to produce a COVID19 Record of Vaccination or other documentation to prove to TCP that you have been fully vaccinated from the coronavirus. Further, TCP contractors must also follow all health and safety protocols established by TCP to help maintain a safe workplace and healthy environment.

The Community Partnership for the Prevention of Homelessness is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel actions affecting contractors, employees or applicants for employment. Personnel or selection decisions shall be based on merit and the ability to perform the essential functions of the work, with or without reasonable accommodation.

If you have any questions about our company policies or your rights as an applicant or require a reasonable accommodation, please contact our Office of the General Counsel at 202.543.5298 (ext. 307).

Revised 1/30/2023