

Tri-Valley, Inc.

Revised 06/2024

Position:	Case Management Accelerated Training (CMAT) Paid Student
Reports to:	CMAT Coordinator
Basic Function:	To participate in the CMAT workforce development program and earn a certificate by completing course work and program requirements.
Timeline:	This is an 11-week, 30 hours a week, grant-funded position, effective for the duration of the CMAT course session. Upon satisfactory completion of all program requirements, a CMAT student earns a Certificate of Completion.
Benefits:	Tuition-free career training, compensation (\$18.00 per hour), travel stipend, job placement support, an opportunity to serve your community.

Description

The Case Management Accelerated Training (CMAT) program will assist students in learning the fundamentals and core competencies for case management jobs, which commonly have a bachelor's degree preferred or required educational requirement. Upon satisfactory completion of all program requirements, students earn a Certificate of Completion to verify their skill set.

Learning will occur in a classroom environment, a remote learning setting, and in the field under the supervision of on-the-job case managers. In the classroom, students will participate in classes lead by instructors comprised of professors from nearby educational institutes, and experts and high-level employees in the field. Through online remote learning, students will participate in remote, synchronous classes and complete course work including an online Person-Centered Case Management certificate course from the BU School of Social Work. In the field, students will gain valuable on-the-job training from seasoned case managers who will mentor students through the daily duties and responsibilities of a case manager.

Responsibilities

1. Must complete screening and interview process, background check, and driving records check
2. Reliable transportation
3. Regular attendance on-site and remote learning (Mon-Fri, 8:30am-2:30pm, unless otherwise noted). Primary on-site location is Tri-Valley, Inc. at 10 Mill St, Dudley, MA. Field training locations will require travel within the Worcester County area
4. Satisfy program requirements by completing assigned course work and tasks
5. Represent the values of Tri-Valley, Inc. while interfacing with different individuals
6. Maintain work area and work-issued technology in a neat and professional manner
7. Perform relevant, miscellaneous duties and assignments as directed by program staff
8. Follow established safety, environmental, and confidentiality standards and Tri-Valley, Inc.'s code of conduct

Essential Functions/Qualifications

1. High school diploma (or GED/HiSET); 2-year associates degree, or some college; with experience related to human services or providing care to others. Individuals with a 4-year bachelor's degree are not eligible for this program.
2. Regular and reliable attendance. Must meet program attendance standards and requirements
3. Meet deadlines in a timely fashion
4. Maintain confidentiality

5. Organization and time management skills, attention to detail
6. Communication skills, oral and written, with professional tone (telephone, email, in-person)
7. Cultural competency and the ability to provide informed advocacy, or willingness to learn
8. Demonstrated problem solving skills
9. Able to develop and maintain positive effective relationships with providers, consumers, and the public, or willingness to learn
10. Able to work independently and as a member of a team
11. Computer literate in Windows, Edge, Microsoft Office (Word, PowerPoint, Outlook)
12. Reliable transportation

Physical Demands

1. Must be able to sit for periods of time
2. Must be able to carry files of up to 5 pounds and laptop
3. Ability to traverse homes, yards, and stairways

Work Environment

- (a) Hybrid (traditional office environment, remote work, on-the-road)
- (b) Computer access (laptop provided by Tri-Valley, Inc. for use during program)
- (c) Internet access (must have access to reliable home internet to perform duties effectively)

Employee Name (printed) Signature Date

Employer Representative (printed) Signature Date

EEO, Diversity, & Accommodation Statement

Tri-Valley, Inc. values and celebrates diversity and is proud to be an equal opportunity employer. We are committed to creating an inclusive and supportive environment for all employees. We recognize the benefits of building a workforce that represents a variety of backgrounds, perspectives, and experiences, and the impact it has on our success and growth. Tri-Valley, Inc. will make all efforts to provide accommodation during the recruitment process upon request and all information received relating to accommodation will be addressed confidentially. All employment decisions at Tri-Valley, Inc. are based on individual qualifications, job requirements, and business needs.