

Tri-Valley, Inc.

Revised 08/2023

Position:	Case Management Accelerated Training (CMAT) Paid Student
Reports to:	CMAT Coordinator
Basic Function:	To participate in the CMAT paid educational opportunity and obtain a passing grade by completing course work and tasks assigned.
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 the course, a CMAT student would earn a Certificate of Completion.

Description:

The Case Management Accelerated Training (CMAT) program is an 11-week, paid, educational opportunity for workforce development within the human services field. CMAT will assist students in fulfilling the 4-year degree hiring requirement that is common for case manager jobs in Massachusetts. This program is well suited for individuals who have a high school diploma (or GED); some college (up to and including 2-year associate degrees); and experience related to human services or providing care to others. Upon successful completion of the course, students will receive a Certificate of Completion to be used for self-promotion and verify to employers their new skill set. The program is primarily hosted by Tri-Valley, Inc. located in Dudley, MA.

Learning will occur in a classroom environment, an online remote learning setting, and in the field under the supervision of on-the-job case managers. In the classroom, students will attend lectures from instructors comprised of human services employees, professors from nearby educational institutes, and experts in the field. Through online remote learning, students will complete course work and be enrolled in a BU CADER Case Management course which will provide an additional certificate along with the CMAT certificate. In the field, students will gain valuable on-the-job training from seasoned case manager trainers who will mentor students through the daily duties of a case manager.

Responsibilities:

1. Reliable transportation and participation in the CMAT program
2. 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. Satellite locations may include Elder Services of Worcester Area, Inc. at 67 Millbrook Street, Suite 100, Worcester & Aging Services of North Central MA at 680 Mechanic Street, Leominster
3. Obtain a passing grade by completing assigned course work and tasks
4. Represent the values of Tri-Valley while interfacing with different individuals during the course
5. Maintain work area and work-issued technology in a neat and professional manner
6. Perform relevant, miscellaneous duties and assignments as directed by program staff
7. Meet with supervisor on regular basis

Essential Functions/Qualifications:

1. High school diploma (or GED); some college up to and including 2-year associate degrees; with experience related to human services or providing care to others
2. Regular and reliable attendance. Must meet program attendance standards and requirements
3. Organizational and time management skills, attention to detail

4. Communication skills, oral and written, with professional tone (telephone, email, in-person)
5. Cultural competency and the ability to provide informed advocacy
6. Demonstrated problem solving skills
7. Meet deadlines in a timely fashion
8. Able to develop and maintain positive effective relationships with providers, consumers, and the public
9. Able to work as a member of a team and work independently
10. Maintain confidentiality
11. Computer acuity, software: Windows, Word, Excel, Power Point, Outlook
12. Reliable transportation

Physical Demands:

1. Computer access (laptop provided)
2. Must be able to sit for periods of time at computer
3. Must be able to carry files of up to 5 pounds and laptop

Work Environment:

Hybrid (traditional office environment, remote learning, on-the-road with trainers)

Employee Name (printed)	Signature	Date
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Employer Representative (printed)	Signature	Date
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