

## **Subcontracting Opportunity: Peer Employment Program Training Coordinator**

April 7, 2017

### Description:

CSH is seeking a subcontractor to provide key support related to a new Peer Employment initiative. The subcontractor will be responsible for the day-to-day oversight of training and classroom activities for all of the initiative's training tracks and students. The purpose of the training is to prepare students who have a lived experience of homelessness, with varied levels of expertise for workforce development in the peer specialist field. The Training Coordinator will support students in the development and enhancement of peer expertise and workplace skills. This position will also assist with recruiting and overseeing the work of external teachers as needed, and assists with curricula development.

### Essential Job Functions:

- Lead the development, modification, preparation and organization of training curricula and related resources, including visual aids, handouts, and evaluation materials, along with collaborative support of co-trainers.
- Deliver trainings in a classroom setting using a variety of instructional modalities such as lecture, role playing, experiential learning, team exercises, group discussions, multi-media, etc.
- Ensure that training curricula and learning approaches are optimized and standardized.
- Monitor classroom training(s) for needs related to curriculum, teaching method, workforce, classroom culture, and procedural implementation.
- Organize workforce development courses and related materials, securing external trainers and resources where necessary.
- Assist with the development and refinement of admission-related procedures and materials, including outreach and recruitment activities, and marketing and promotional resources.
- Assist with analyzing evaluations, interpreting trainee assessments, and revising training according to necessary practice and program improvements.
- Provide guidance to staff members and employers on issues related to refinement of peer expertise and interactions with participants, and promote staff development and well-being.
- Maintain relationship with the California Mental Health Peer-Run Organizations and other peer organizations to ensure alignment of curriculum and certification courses as state policy evolves.

### Expected Outcomes, Milestones, and Deliverables:

*Deliverable 1:* Coordinate implementation of Peer employment pilot for individuals with lived experience of homelessness, adapted from existing peer specialist training and integrating key components identified by working group and other stakeholders to meet community needs.

*Deliverable 2:* Plan for scaling pilot informed by development of curricula, needs of community, and state/county specific health care and homeless services/housing opportunities.

Funding Available:

An amount not to exceed \$25,000 is available for this project, for a 6 month term with the potential for transitioning to a 2 year contract, following successful pilot implementation.

Application Process and Vendor Requirements:

To apply for this opportunity email Ann English at [ann.english@csh.org](mailto:ann.english@csh.org) on or before **May 10, 2017**. **Subcontractors must be able to comply with the Corporation for National & Community Service General Grant and Cooperative Agreement Terms and Conditions, and the Social Innovation Fund Classic Cooperative Agreement Terms and Conditions found at <https://www.nationalservice.gov/resources/terms-and-conditions-cnccs-grants>**

Applications received before the deadline will be evaluated based on the following criteria:

- Recipient/Peer/Survivor of homelessness (preferred) and/or mental health services required.
- Demonstrated apprehension of, and commitment to, peer values.
- Demonstrated successful performance of substantially similar work
- Experience with Peer community, state certification process, and health care industry
- Successful development, implementation, and adaptation of comprehensive peer specialist training.
- Years of relevant experience; teaching adult learning/working as a peer specialist.
- Rate reasonableness and overall cost of services
- Special consideration will be given to small, disadvantaged, minority or women-owned businesses

Please note that CSH requires subcontractors, including individuals and sole proprietors, to carry workers' compensation insurance while performing work under a CSH subcontract. CSH subcontractors cannot have existing, pending or expired debarments or other preclusions on doing business with (either directly or indirectly) with the United States government and cannot have convictions for, nor have any pending indictments for, fraud or a criminal offense in connection with a public contract or subcontract.