



## **Job Description - ACTS Program Trainer**

**Reports to** Senior Vice President, Practice Development  
**FLSA** 1099 Independent Contractor  
**Timeline** Open ended contract

### **About CGi**

At CGi, our mission is to create growth and strategic results for associations, businesses, meetings and events. We are a small but rapidly growing company of 35 people with offices in Little Rock, AR and Nashville, TN. You can find out more about what we do by visiting our web site at <http://www.cgireresults.com> and also visiting our client site at <http://www.acmaweb.org/>

CGi provides an array of services: association and event management services, as well as educational and analytical products/services to hospitals and health system clients. Our commitment to maintaining the highest standards of quality and client satisfaction allow us to facilitate the growth and success of each of our valued clients. We believe that our team and their contributions are critical in this mission.

### **Description**

Advanced Care Transition Simulation® is an educational program developed by the American Case Management Association (ACMA) to support professional development of case management professionals using simulation. Health care simulation is a new methodology for case management. The ACTS program of materials is aligned with Compass®, an ACMA platform of educational modules. The ACMA ACTS Program Trainer role will facilitate the necessary planning, coordination and education to organizations contracted with the ACTS program.

### **Requirements ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ACMA standards of practice knowledge
- Web based educational and technical skills
- ACTS program content and development
- The expertise to assess new trainees/trainers during simulation
- The expertise to facilitate simulation debriefing sessions
- The expertise to foster a safe learning environment

### **Education and Training Requirements**

- Registered Nurse or Master of Social Work (MSW) with extensive Care Management experience (5 Years minimum)
- Previous education and or professional development experience
- Facilitation skills for teams of up to ten
- Meeting management, logistics skills for small group meetings, offsite
- Strong, clear communication skills
- Previous experience in simulation will be a plus
- Flexibility in scheduling

## **COMMUNICATION AND CRITICAL THINKING SKILLS**

- Superior attention to detail, organizational and follow up skills
- Excellent verbal, written, and interpersonal communication skills
- Collaborative, solutions -oriented approach and ability to develop cooperative working relationships with diverse groups

## **SOFTWARE SKILLS REQUIRED**

- Proficient: Microsoft Word, Excel, and Outlook

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Registered Nurse or Master of Social Work

ACM or CMAC certification desired or obtained within 6 months of contract commencement

## **EXPECTED TRAVEL**

Availability for travel per year including some weekends as needed