

## California Institute for Behavioral Health Solutions

### Associate

#### Implementation Support and Training for Individual Placement and Support (IPS) Model of Supported Employment

**Agency Description:** The California Institute for Behavioral Health Solutions (CIBHS) was established in 1993 with a declared mission to improve the lives of people with mental health and substance use disorder challenges through services to health professionals, health providers and funders. CIBHS conducts all its work collaboratively with mental health and substance use disorder stakeholders including government organizations, providers, consumers and family members.

**Position Description:** Under the direct supervision of a CIBHS Director, this position will assist behavioral health organizations in California to implement Individual Placement and Support (IPS) supported employment.

We are looking for a dynamic and energetic trainer who can facilitate IPS workshops, lead coaching calls, conduct in-person and remote skill development visits with supervisors and direct service staff, conduct fidelity reviews, and produce detailed written reports to improve performance.

The ideal candidate works well in a team environment where members are continually striving for excellence through collaboration and feedback. Ideal candidates should possess exemplary critical thinking skills and be able to demonstrate strong interpersonal skills as evidenced by the ability to quickly establish rapport with service teams and providers from diverse backgrounds. Successful candidates will be creative and innovative thinkers with strong verbal and written communication skills. Candidate must be comfortable working in both in person and virtual learning environments. Competitive candidates will be comfortable and skilled in the use of online learning platforms such as ZOOM, Go to Meeting (GTM), and others. Ideal candidates will have a strong commitment to improving client outcomes and a demonstrated history of providing the highest level of customer service.

It is expected the selected candidate will have, or be open to developing, strong project management skills including budgeting and contract development along with a willingness to expand their expertise with online learning tools.

#### **Classification: Exempt**

#### **Duties:**

- Facilitate IPS workshops and conduct presentations. Design and present workshops related to IPS. Lead and facilitate webinars, online and in-person training.
- Facilitate IPS fidelity reviews for selected programs and complete necessary fidelity review reports. Provide feedback to program staff and assistance for program action planning related to fidelity review findings and recommendations.

- Independently conceptualize, develop, promote, and lead new or existing IPS projects, reflecting an understanding of the CIBHS mission, vision, and values.
- Project plan and implement IPS that includes creating proposals, develop project budgets, create a project plan, work with a project coordinator to carry out project activities, monitor budget, maintain deliverable timelines, and invoice for work completed.
- Project manage multiple IPS teams and projects.
- Develop and maintain working relationships with CIBHS clients, including responding constructively to feedback.
- Manage project timelines and complete projects within budget.
- Develop, market, and disseminate CIBHS products and publications.
- In coordination with Director, generate fee-for-service, contract, or grant revenue.
- Develop curriculum materials, exercises, etc., to enhance skill development related to IPS services.
- Contribute to professional articles, policy papers, toolkits, and other activities as determined by Director.
- Stay current on literature base and associated research related to IPS, practice implementation, evidence-based practices, and recovery-oriented services.
- Participate and assist with grant writing.
- Package, disseminate, and market information about evidence-based, promising, effective, and community-defined practices. Work with CIBHS staff to develop, update, and add new IPS-related content to the CIBHS website.
- Assist organizations to identify and collect employment and education outcome data to assess the effectiveness of IPS implementation. Work with CIBHS Director of Evaluation and Research in creating processes to collect and report outcomes related IPS implementation.
- Other duties as assigned. These may include work on other evidence-based practice implementation projects (e.g. Strengths Model case management, Housing First, etc.) or projects related to social determinants of health.

***Minimum Job Requirements:***

- BS/BA degree from an accredited college or university in a human service-related discipline.
- At least two years' experience working as an IPS employment specialist in a mental health setting, preferably a Full-Service Partnership (FSP) program or

one providing intensive case management services. Familiarity with a mental health recovery-orientation to practice.

- Understanding of philosophy, values, tools, and methods of IPS employment services.
- At least two years' experience as an IPS supervisor and/or trainer conducting training and/or facilitating IPS skill-building workshops and hands-on field-based training.
- Demonstrated proficiency and comfort with a variety of online learning platforms including ZOOM, Go to Meeting (GTM), and WebEx, or others.
- Ability to develop and manage budgets.
- Advanced communication skills, both oral and written, as demonstrated through writing samples and video-taped workshop sessions or a live demonstration of training skills.
- Project management implementation skills, including development of project plans, negotiation of contracts, monitoring of outcomes, managing timelines and completing projects within budget.
- Demonstrated ability to work with diverse groups and communities.
- Ability to travel within state and occasionally nationally.
- Experience using Microsoft Office Suite.

***Preferred Qualifications:***

- Master's degree preferred, but not required.
- At least two years' experience implementing and/or overseeing IPS service development in a community program. Experience working in an agency which provides public mental health services and a working knowledge of related recovery oriented evidence based practices such as: Strengths Model case management, Assertive Community Treatment case management (ACT), Housing First Supported Housing, Illness Management and Recovery (IMR), or Integrated Dual Disorders Treatment, and Motivational Interviewing (MI).
- Management and supervisory experience.
- Experience conducting fidelity reviews and writing fidelity reports.