

California Institute for Behavioral Health Solutions

Senior Associate

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 the Evaluation and Research Director, this position is responsible for the planning and implementation of CIBHS projects, which may include evaluation, technical assistance, training, research, policy analysis, contracts and other activities as requested by its customers. **Classification: Exempt**

Duties:

- Independently conceptualize, develop, promote and lead new or existing projects, reflecting an understanding of the CIBHS mission, vision, values and client's needs.
- Independently develop and manage budgets in conformance with CIBHS procedure.
- Project planning and implementation which includes identification of content experts, develop scope of work, negotiation of contracts and monitor outcomes on behalf of CIBHS.
- Management and supervision of multiple teams and projects.
- Develop and maintain working relationships with CIBHS clients, including responding constructively to complaints.
- Manage project timeline and complete project within budget.
- Develop, market and disseminate CIBHS products and publications.
- Conduct needs assessments, strategic planning, and GAP analysis.
- Generate fee-for-service, contract or grant revenue.
- Produce professional articles, policy papers, toolkits, etc.

- Conduct research, evaluation, and quality improvement strategies
- Grant writing.
- Facilitate trainings and conduct presentations.
- Other duties as assigned.

Minimum Job Requirements:

- Bachelor's degree in related field.
- Experience working in or with a fast-paced consulting environment, including managing multiple concurrent deadlines and understanding the needs of customers.
- Advance communication skills both oral and written.
- Experience designing and conducting data collection, analysis and reporting projects.
- Demonstrated strategic planning, group facilitation, presentation, leadership and problem solving skills.
- Demonstrated content expertise in topics related to health care service delivery or program implementation.
- Flexible and the ability to work independently and work with diverse groups and communities.
- Ability to package and market training and technical assistance products.
- Must have the knowledge of the California public behavioral health system and / or the health care service delivery system.
- Manage budgets, develop and implement project plans and timelines.
- Advanced management and team leadership skills.
- Ability to travel within state and occasionally nationally including flying and overnight stays.

Preferred Qualifications:

- Lived behavioral health experience as a consumer or family member.
- Advanced knowledge of Microsoft Excel, Word and PowerPoint.
- Experience with statistical analysis software (ie: SPSS, Stata).
- Experience with database and data visualization tools (ie: Microsoft Access, SAS, Tableau).

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