

SENIOR ASSOCIATE – Children & Youth Behavioral Health Initiative (CYBHI)

If you are an experienced professional in the field of behavioral health, possess strong project management skills, and are passionate about driving positive change, we encourage you to apply for the role of Senior Associate in our Behavioral Health Training and Consulting Organization and join us in shaping the future of behavioral health care!

About Us: We are a highly regarded behavioral health training, implementation, and consulting organization committed to advancing the knowledge, skills, and practices of professionals in the field. Our organization offers comprehensive training programs, consultation services, and resources to support the delivery of high-quality behavioral health care.

What You Will Be Doing: Working under the direct supervision of the Director of the Children and Youth Behavioral Health Initiative Project (CYBHI) as a Senior Associate - CYBHI Project, you will be responsible for leading and managing key training and consulting projects. You will work (as a primary holder of customer relationships) closely with internal teams, external partners, and clients to develop and deliver impactful programs and services. Your expertise in behavioral health, strong project management skills, and ability to build and maintain business relationships will be instrumental in driving our organization's initiative's success and contributing to our organization's growth. For the first two years of your employment with CIBHS you will be focused on providing Evidence-Based and Community-Defined Evidence-Based implementation support to community-based organizations who have received funding from the CYBHI Project to effectively stand-up practices in their organizations. Tasks and duties in this area are outlined in the next section.

Child and Youth Behavioral Health Initiative Tasks and Duties:

- Provide coaching and support to CBO teams concerning each of the phases of implementation.
- Work closely with Implementation Subject Matter Experts (SMEs) to craft strategies of support.
- Write progress reports.
- Provide office hours for targeted support to teams.
- Share implementation support resources.
- Serve as a CIBHS lead for a cadre of coaches.
- Brief CIBHS Management regarding project progress.
- Other duties as necessary.

Project Management Duties:

- With a high degree of independence and primary responsibility for outcomes, lead and manage training and consulting projects, ensuring their successful execution from inception to completion.
- Develop comprehensive project plans, including timelines, milestones, and resource allocation.
- Lead project activities, monitor progress, and proactively identify and address potential risks or issues.
- Foster effective communication and collaboration among project team members and stakeholders.
- Ensure adherence to project plans, budgets, and timelines.

Client and Stakeholder Engagement Duties:

- Serve as a primary point of contact for clients and stakeholders such as State agencies and counties, building strong relationships and understanding of their unique needs and goals.
- Collaborate with clients and internal teams to identify training and consulting requirements and develop tailored solutions.

- Provide expert advice, guidance, and support to clients, addressing their inquiries and concerns.
- Facilitate effective communication and collaboration among project stakeholders, ensuring alignment and satisfaction and problem solve within the team when warranted.

Program Development and Delivery Duties:

- Design and development of training programs, consultation services, and resources.
- Ensure the delivery of high-quality, evidence-based training and consulting services aligned with industry standards and best practices.
- Oversee and participate in the development of training materials, participant resources, and consultation deliverables.
- Facilitate training sessions, learning collaboratives, workshops, and consultation engagements, demonstrating expertise and engaging participants.

Evaluation and Continuous Improvement Duties:

- Conduct evaluations and assessments to measure the effectiveness and impact of training and consulting initiatives.
- Analyze evaluation data and feedback to identify areas for improvement and recommend enhancements.
- Contribute to the development and implementation of strategies to enhance program quality and participant outcomes.
- Stay updated on industry trends, research, and best practices in behavioral health to inform program development and improvement.

Business Development Duties:

- Under the direction of the Director of CYBHI:
 - Engage in business discussions with prospective customers.
 - Develop business proposals.
 - Directly participate in negotiating project deliverables and costs with the customer.
 - Develop budgets using the CIBHS cost calculator.
- Communicate business proposal details to customers in person or via online meeting.
- Collaborate with Director to conceptualize the overall body of work to be delivered to the customer and determine alignment with CIBHS' mission, vision, values, and strategic priorities.

Desired Qualifications and Skills

- Master's degree in a related field (e.g., Education, Psychology, Social Work, Public Health) or equivalent experience.
- Minimum of 3 years of experience in behavioral health training and consulting, with demonstrated progression in responsibilities.
- Strong project management skills, with a proven record of accomplishment of successfully managing complex projects.
- In-depth knowledge of health/behavioral health concepts, interventions, and best practices.
- Excellent communication, presentation, and facilitation skills, with the ability to engage diverse audiences.
- Strong interpersonal skills, with the ability to build and maintain relationships with clients and stakeholders.
- Leadership qualities and the ability to mentor and support junior team members.
- 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.
- Ability to package and market training and technical assistance products.
- Advanced management and team leadership skills.

- Must have knowledge of the California public behavioral health system and/or the health care service delivery system.
- Able to work with diverse groups and communities.
- Ability to manage budgets and timelines.

Computer Skills

To perform this job successfully an individual should have proficiency in project management tools, Microsoft Office Suite applications, virtual meeting platforms, Survey Monkey, various databases, and relevant software applications.

Compensation and Benefits

- \$95,000 - \$114,000/year
- Medical, Dental, and Vision Insurance (100% paid for employee/70% paid for dependents)
- Employee Assistance Program
- Company Paid Life Insurance and Long-Term Disability Plan
- 403(b) Retirement Plan with company match based on fiscal year performance
- 13 Paid Holidays, plus 5-day paid Winter Break and 5 days Admin time of personal choice
- Generous Paid Vacation and Sick Time

Work Location

Must reside in California. This is a fully remote position with the flexibility for occasional travel to our Sacramento office and customer on-site visits, as necessary.

EEO Statement

Cultivating an inclusive staff and a sense of belonging is central to our organization's focus on advancing equity. Our core values are Recovery and Resiliency, Anti-Racist, Innovation, Continuous Improvement, Customer Commitment, Cultural and Linguistic Inclusion, Outcomes-Driven, and Health Equity and we believe a diverse and inclusive environment inspires unity, respect, and passion for our work and one another. We are interested in hearing from people who can work with colleagues of varied experience and backgrounds. We are an equal-opportunity employer, candidates from all backgrounds are considered, and as an organization that values equity and inclusion, we highly encourage people of color, women, LGBTQ+ individuals, and veterans to apply.

To Apply: If you meet the qualifications and want to learn more about this position, please submit your resume and cover letter to hrmanager@cibhs.org and indicate Sr. Associate-CYBHI in the subject line.