

BEHAVIORAL HEALTH ASSOCIATE

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 Associate in our Behavioral Health Training and Consulting Organization and join us in shaping the future of behavioral health care. Your role will actively contribute to the success of our training and consulting initiatives, fostering excellence and innovation in the exciting field of behavioral health. Do not miss this opportunity to make a meaningful impact!

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 a Director, you will be responsible for planning and implementation of projects from concept to execution including co-creation with providers and stakeholders; designing and managing training; developing instructional and technical activities, research, evaluation, reporting, and management. Current projects center around the California Advancing and Innovating Medi-Cal (CalAIM) implementation and readiness, with a focus on improving access and retention in the substance use disorder continuum, payment reform, workforce retention and diversity equity, and inclusion. The Associate position is one that requires a person who works well within a team environment; can anticipate job requirement duties and engage in problem-solving without ongoing prompts; has strong critical thinking skills; is energetic, innovative, and detail-oriented; has strong organizational and communication skills; and is responsive to customer's needs.

Primary Responsibilities

- Support the team from project commencement through to project conclusion to ensure the timeliness of project deliverables and deadlines are met.
- Participate in customer meetings to decide on specific content of work such as workshops and webinars and participate in developing workshop and webinar materials.
- Engage in research as needed.
- Provide technical assistance to behavioral health providers as per the contract parameters.
- When assigned, review consultant materials to ensure accuracy and alignment with customer requests and CIBHS's mission, vision, and values.
- Provide support in developing marketing and outreach, and dissemination strategy for work products/deliverables, as needed.
- Participate and co-lead planning meetings and calls, including agenda preparation, meeting facilitation, and follow-up on action items to ensure project timelines are met. Work collaboratively with all stakeholders ensuring ongoing communication is taking place.
- Manage logistics for virtual and in-person workshops (e.g., Video platform, workshop location, AV equipment, catering), webinars, meetings, etc.
- 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.
- Actively participate in performance evaluations and seek opportunities for improvement.

- Contribute to the development and implementation of strategies to enhance program quality and participant outcomes.

Desired Qualifications and Skills

- Bachelor's degree or equivalent job experience of a minimum of 4 years in the healthcare/health and human services field in any of the following areas: business operations, policy implementation, whole-person care, and/or quality improvement.
- Prior experience working in public behavioral health systems is preferred.
- Strong project management skills with a proven record of accomplishment in successfully managing projects.
- Bilingual in English/Spanish is a plus.
- Ability to get along and work effectively with diverse groups and communities.

Computer Skills

- To perform this job successfully, an individual should have experience working with Microsoft Office Suite, Adobe Acrobat, Internet software, various databases and applications including virtual meeting platforms, (TEAMS, Zoom, Go to Meetings), Survey Monkey, and QuickBooks.

Compensation and Benefits

- \$78,000 - \$92,520/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

This is an exempt hybrid position with local travel throughout Los Angeles County to attend meetings, customer on-site visits, and/or training one to two days per week.

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 want to learn more about this position and meet the qualifications, please submit your resume and cover letter to hrmanager@cibhs.org