

## BEHAVIORAL HEALTH SENIOR 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 Senior 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 direction of the Vice President-Substance Use Disorder (SUD) Services Division, as a Senior Associate 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 achieve shared goals. Your expertise in behavioral health, strong project management skills, and ability to build and maintain business relationships will be instrumental in driving the success of the organization's initiatives and contributing to the growth of the organization. This position is responsible for overseeing the planning and execution of projects that may include training; technical assistance; research and evaluation; policy and program analysis; development of proposals, budgets, and contracts; and other activities requested by clients.

### **Project Management**

- 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**

- 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 solving within the team as warranted.

### **Program Development and Delivery**

- Design and develop training and technical assistance programs, consultation services, and print resources.
- Ensure the delivery of high-quality technical assistance and consulting services aligned with industry standards and best practices.
- Oversee and participate in the development and reporting of consultation deliverables.

- Facilitate workshops and consultation engagements, demonstrating expertise and engaging participants.

#### **Evaluation and Continuous Improvement**

- Conduct evaluations and assessments to measure the effectiveness and impact of training and consulting initiatives.
- Analyze evaluation data and develop reports that 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**

- Under the direction of the Vice President, SUD Services:
  - Engage in business discussions with prospective clients.
  - Develop business proposals.
  - Directly participate in negotiating project deliverables and costs with the funder.
  - Develop multi-year project budgets.
- Communicate business proposal details to potential clients in person or via online meetings.
- Collaborate with Vice President, SUD Services to conceptualize the overall body of work to be delivered to the client and determine alignment with the organization's mission, vision, values, and strategic priorities.

#### **Supervisory Responsibilities**

Directly supervises employees in the Substance Use Disorder (SUD) Services Division and carries out supervisory responsibilities in accordance with agency policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **Desired Qualifications and Skills**

- Bachelor's degree from a 4-year college or university or master's degree in a related field (e.g., Education, Psychology, Social Work, Public Health) or 4-10 years of related experience and/or training and/or equivalent combination of education and experience in Substance Use Disorder (SUD) system management, operations, and/or consulting with demonstrated progression in responsibilities is required.
- A minimum of 4 years of project management skills required, with a proven track record of successfully managing complex projects including developing/implementing project plans and maintaining budgets and timelines.
- Excellent communication, presentation, and facilitation skills, with the ability to engage diverse audiences. Able to communicate complex topics to a lay audience.
- Experience compiling and packaging marketing training and technical assistance products.
- Strong interpersonal skills with the ability to build and maintain relationships with clients and stakeholders.
- Possess leadership qualities and the ability to mentor and support junior team members.
- Experience working within the public behavioral health system and/or the health care service delivery system, preferably in California.
- Demonstrated content expertise in topics related to health care service delivery or program implementation including having knowledge of health/behavioral health concepts, interventions, and best practices.

### **Computer Skills**

- To perform this job successfully, an individual should have proficiency in project management tools, Microsoft Office Suite applications, Adobe Acrobat, virtual meeting platforms (TEAMS, Zoom, Go-to-Meeting), 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**

This is a primarily remote exempt position with occasional travel to the main office in Sacramento or satellite locations in Southern California. Occasional travel within California for meetings, conferences and/or grantee site visits will also be required.

### **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](mailto:hrmanager@cibhs.org).