

PREVENTION FIRST

Training & Technical Assistance Specialist – OTTAC

POSITION SUMMARY

The purpose of this position is to perform a variety of technical and administrative tasks to support the Opioid Training and Technical Assistance Centers (OTTAC) goal of strengthening the healthcare and behavioral health workforce in Illinois. This position coordinates and delivers training and technical assistance services to address the learning needs of healthcare sites, providers, and organizations that increase access to culturally responsive and culturally humble prevention, treatment, and recovery services for individuals with opioid use disorder (OUD) or OUD co-occurring with mental health conditions.

ESSENTIAL FUNCTIONS

- Facilitates training curricula via classroom, virtual classroom, webinar, etc., to diverse populations in different community areas throughout Illinois; prepares for training; coordinates logistics; conducts follow-up with participants for feedback; delivers workshops and presentations.
- Coordinates training programs led by outside consulting groups; screens and secures appropriate consultants; provides general guidance to and works with consultants to ensure programs are in accordance with the identified needs; monitors activities of consultants to ensure proper use of resources.
- Conducts process and outcome evaluation for all assigned training and events, including a review of participant evaluations and completion of a training report.
- Reviews program curriculum for classroom-based training, online training, webinars, and professional development resources; evaluates consumers' baseline knowledge, skills, and abilities; conducts research on a variety of subject matters.
- Participates in the collection and analysis of data to determine professional development needs, including training and technical assistance of providers.
- Works with state system partners and collaborators to coordinate technical assistance to meet the performance issues and learning needs of prevention, treatment, and recovery service providers.
- Facilitates technical assistance for healthcare and behavioral health providers. Assists providers by advising, amplifying, and advocating through various evidence-based and collaborative approaches to enhance behavioral health services and foster workforce growth, prioritizing equity and cultural responsiveness.
- Monitors training and technical assistance services for effectiveness and responsiveness to provider needs, including consultant-led training programs; attends training and conducts follow-up with participants and training consultants.

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- Builds relationships with state agency department representatives, collaborators, and contractors. Cultivates collaborative arrangements with healthcare sites, providers, and organizations that increase access to culturally responsive and culturally humble prevention, treatment, and recovery services for individuals with opioid use disorder (OUD) or OUD co-occurring with mental health conditions. Fosters partnerships to strategize, plan, and collaborate efforts.
- Manages electronic media activities and provides information to be included in monthly electronic newsletters.
- Assists with the development of program budgets as assigned; monitors assigned budgets to remain within budgetary allowances; obtains and processes related invoices; prepares travel vouchers, contracts, timesheets, and other required documents and forms for approval.
- Oversees the planning and implementation of special projects as assigned.
- Develop professional development resources using Prevention First guidance, as assigned.
- Represents the department and/or Prevention First on various internal, regional, and statewide committees, with various organizations, and at conferences; attends all internal staff meetings, organizational retreats, and planning meetings.
- Responds to healthcare sites, providers, and other organizations' inquiries regarding resources, networking, technical assistance, and training opportunities.
- Demonstrates commitment to valuing diversity and equity and contributing to an inclusive working and learning environment.
- Performs related administrative tasks; reserves resources for departmental use; covers duties of other department staff as needed; maintains certifications and memberships.
- Operates basic office equipment, including a phone system, computer, fax machine, copier, and related machinery; utilizes various computer programs, including word processing, spreadsheet, desktop publishing, and related programs, including website maintenance software.

POSITION QUALIFICATIONS

Bachelor's degree in Education, Social Work, or related field with a minimum of three years' experience in prevention or treatment focused on opioid use, mental health or harm reduction, facilitating or delivering training, project management, coordinating technical assistance or coaching services and performing related tasks, strategic planning; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DESIRED SKILLS AND ABILITIES

- Facilitation Skills – Ability to bring about an outcome (such as learning) in large groups, small groups and one-on-one scenarios.
- Creative - Ability to produce new concepts, ideas and solutions.

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- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result.
- Communication Skills – Ability to organize and convey ideas clearly in writing and verbally.
- Critical Thinking – Ability to analyze and evaluate an issue in order to form a judgment.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.

ABOUT PREVENTION FIRST

Prevention First is a nonprofit and the leading organization for knowledge-building and the dissemination of evidence-based prevention strategies. Our mission is to advance efforts to promote healthy behaviors and prevent substance misuse in every community through a variety of evidence-based and collaborative approaches, including training, support, and public awareness. Since 1980, Prevention First has provided training, technical assistance, and resource materials to thousands of schools, community groups, parents, and youth. We specialize in building the capacity of practitioners to build and sustain effective community coalitions to prevent substance abuse, develop comprehensive strategic prevention plans, and select and implement appropriate evidence-based prevention strategies. We are funded through the Illinois Department of Human Services and offer our services throughout the state.

We offer an exceptional benefits package to our full-time employees (80% and above):

- Paid Time Off Accrual System (eligible day 1)
- Paid holidays
- Medical, dental & vision
- 401(k) plan (eligible after 90 days, vested after 1 year)

This is a full-time, FLSA-exempt position, reporting to the Manager of OTTAC Training and TA. We have locations in both Chicago and Springfield, with the opportunity to work remotely. The starting salary is \$55,000.

Prevention First is committed to creating a diverse environment and is proud to be an equal opportunity employer. We're committed to having an inclusive and transparent environment where every voice is heard and acknowledged. We are dedicated to equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin, and all the other unique characteristics that make us different.

APPLICATION

We strongly encourage people from underrepresented groups to apply. Please e-mail your cover letter and resume to humanresources@prevention.org.