

# PREVENTION FIRST

## Manager, OTTAC Training & Technical Assistance

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### POSITION SUMMARY

This position will oversee the planning and implementation of all training and technical assistance for the Opioid Training and Technical Assistance Center (OTTAC) grant. It will work with our partners, subawards, and contractors. This position provides direct supervision to the OTTAC Training and Technical Assistance Specialists.

### ESSENTIAL FUNCTIONS

- Supervises, directs, and evaluates assigned staff: instructs, assigns, and reviews work; compiles, reviews, and approves employee leave, travel, and time sheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; maintains standards through effective coordination of activities; develops, coaches and evaluates assigned staff regarding performance expectations; completes employee performance appraisals; and trains staff in operations, policies, and procedures.
- Oversee implementation of statewide training and technical assistance delivery system for the OTTAC program. Monitors both training and technical assistance for quality assurance.
- Facilitates training curricula via classroom, virtual classroom, webinar, etc., to diverse populations in different community areas throughout Illinois as needed; prepares for training; coordinates logistics; conducts follow-up with participants for feedback; delivers workshops and presentations.
- Provides leadership to the OTTAC Training and Technical Assistance department in completing needs assessments and in the strategic planning process; reviews needs analysis and evaluations for quality improvement and provider issues; consults with department staff to assist with complex/problem situations; provides technical expertise and recommend viable courses of action; assists in the development of training and technical assistance evaluation tools, protocols, and procedures.
- 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.
- 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.
- Provides content expertise and assistance with instructional design projects, training and technical assistance, communications, and other special initiatives; creates training materials for special

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projects such as orientations, work plan forms, and webinars. Work with collaborators and other subject matter experts to create high-quality training content.

- Works with collaborators to implement a comprehensive professional workforce development strategy by creating pathways for training, licensure, and professional development. This may include clinical supervision activities, paid training experience, certification and licensure support, recruitment and retention strategies, and evaluation.
- Develops and monitors program-specific budgets.
- Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures: receives and reviews various documentation, including timesheets, travel vouchers, budget expense reports, training manuals and material, technical assistance logs, training evaluation summaries, contracts, etc.; reviews, completes, processes, forwards or retains as appropriate.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Prepares or completes various forms, reports, correspondence, and other documentation, including training reports, technical assistance reports, progress reports, budgets, and contracts; compiles data for further processing or for use in the preparation of department reports; and maintains computerized and/or hardcopy records.
- Participate in internal organizational meetings; conducts department and team meetings to inform, debrief and review trainings; develops agendas and prepares meeting minutes; attends professional meetings and conferences as necessary for networking, education, and development.
- Maintains current, comprehensive knowledge of culturally responsive prevention, treatment, and recovery services for individuals with opioid use disorder (OUD), mental health, co-occurring conditions, and other related public health issues. Conducts research to inform strategies, services, and informational resources.

## **POSITION QUALIFICATIONS**

Requires a Bachelor's degree in Community Education, Community Health Services, Social Work, Training, or a related field with a minimum of five to seven years of related professional experience involving the supervision of assigned staff, management of special projects, budgetary accountability, professional prevention or treatment fieldwork focused on opioid use, harm reduction, and mental health; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **DESIRED SKILLS AND ABILITIES**

- Facilitative Leadership Skills – Ability to promote collaboration and coordination across programs, services, and departments; enable communication of the organizational vision and continued advancement of programs, staff, and community partners, driving the development of strategic goals.

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- Comprehensive knowledge of best practices in the development, delivery, and evaluation of training, consultation services, and educational resources, using inclusive, evidence-based processes for developing, implementing, and evaluating public health programs and services.
- Interpersonal - Ability to get along well with a variety of personalities and individuals; ability to build inclusive partnerships that bring together a diverse array of stakeholders to engage in authentic collaboration.
- Creative - Ability to produce new concepts, ideas, and innovative solutions.
- Excellent 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.

## **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 Director of Programs. We have locations in both Chicago and Springfield, with remote options. The starting salary is \$73,000.

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](mailto:humanresources@prevention.org).