

PREVENTION FIRST

Manager, Treatment Training & Technical Assistance

POSITION SUMMARY

This position will oversee the planning and implementation of a training and technical assistance system for substance use disorder treatment providers in Illinois. This position provides direct supervision to the Substance Use Disorder Treatment 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.
- Develop training and technical assistance systems, policies, and procedures for substance use disorder treatment training; Oversee implementation of statewide training and technical assistance delivery system; monitors both for quality assurance.
- Provides leadership to the Substance Use Disorder Treatment 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.
- Maintains comprehensive knowledge of state and federal rules and regulations regarding substance use disorder treatment and recovery programs, particularly the Substance Use Disorder Act and Illinois Administrative Rules, 2060 and 2090, and related laws; seek interpretations of these governing standards in order to develop and implement training and technical assistance services. Maintains comprehensive knowledge of evidence-based practices related to assessment, developing treatment plans, case management, community coordination, continuing care, and recovery services.
- 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 subject matter expertise to the Instructional Design Department and develops training content, tools, and templates related to substance use disorder treatment best practices. Conducts comprehensive research to inform training and technical assistance.

PREVENTION FIRST

- Facilitates communication between Illinois Department of Human Services Substance Use Prevention and Recovery (IDHS-SUPR) leadership, grantees, and Prevention First; works with statewide partners to produce and evaluate shared programs for IDHS-SUPR; oversees problem-solving with IDHS-SUPR grantees when requested.
- Performs a variety of administrative functions; assists with the development and administration of department budgets; monitors expenditures for compliance with the approved budget and to ensure adequate resources; coordinates logistical arrangements for training; makes/approves travel plans as needed.
- 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.
- Participate in internal organizational meetings; conduct department and team meetings to inform, debrief and review training; develop agendas and prepare meeting minutes; and attend professional meetings and conferences as necessary for networking, education, and development.
- Maintains current, comprehensive knowledge of substance use disorder treatment and recovery materials and programs; conducts research to stay abreast of new information needed for training and technical assistance.

POSITION QUALIFICATIONS

Master's in Social Work, Counseling, Community Health Services, or related field with credentials/licenses (e.g., CADCs, LPCs, LCPCs, LCSWs); with a minimum of five to seven years of related professional experience involving the supervision of assigned clinicians with credentials/licenses (e.g., CADCs, LPCs, LCPCs, LCSWs), management of special projects, budgetary accountability, and implementation of criteria authorized by the Illinois Substance Use Disorder Act and established by Illinois Administrative Rules, Parts 2060 and 2090; 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.

PREVENTION FIRST

- 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 Training. We have locations in both Chicago and Springfield. 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

Please e-mail your cover letter and resume to humanresources@prevention.org.