

# PREVENTION FIRST

## Substance Use Treatment Training & Technical Assistance Specialist

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### POSITION SUMMARY

This position will perform a variety of technical and administrative tasks to address the specific learning and professional development needs of SUPR Treatment licensed and funded substance use providers. This position coordinates and delivers training and technical assistance, and various support services to address the learning and professional development needs of SUPR Treatment grantees.

### ESSENTIAL FUNCTIONS

- Facilitates training curricula via classroom, virtual classroom, webinar, etc., to diverse populations in different community areas throughout the state; prepares for training; coordinates logistics; conducts follow-up with participants for feedback; delivers workshops and presentations.
- Coordinates training programs led by outside consulting groups; 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 and interviews subject matter experts to develop content for training programs, as needed. Recommends changes and updates to existing Prevention First training curricula.
- 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 (IDHS SUPR Treatment) to coordinate technical assistance to meet the SUPR Treatment licensure needs, performance issues, learning needs of SUPR Treatment providers.
- Facilitates technical assistance for SUPR Treatment providers. Works with TA subject matter experts in facilitating group TA.
- 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.
- 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

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Illinois Administrative Rules, Part 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.

- Provides information and resources 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 community-based committees, with various organizations, and at conferences; attends all internal staff meetings, organizational retreats, and planning meetings.
- Responds to SUPR Treatment field inquiries regarding resources, 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.

## **POSITION QUALIFICATIONS**

Minimum of a Bachelor's degree in Psychology, Social Work, Counseling, Community Health Services, or related field with credentials/licenses (e.g., CADCs, LPCs, LCPCs, LCSWs); with a minimum of three to five years of related professional experience involving the 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.

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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 Manager of Treatment Training and Technical Assistance. We have locations in both Chicago and Springfield, with remote options. The 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](mailto:humanresources@prevention.org).