

**California Institute for Mental Health  
Employment Opportunity  
Senior Level Associate**

**Agency Description:** The California Institute for Mental Health (CIMH) was established in 1993 with a declared mission to "promote excellence in mental health services through training, technical assistance, research and policy development." CIMH conducts all of its work collaboratively with mental health stakeholders including consumers and family members. (For more information please see our website [www.cimh.org](http://www.cimh.org))

Under the direct supervision of the Deputy Director, this position is responsible for the planning and implementation of CIMH projects, which may include technical assistance, training, research, policy projects, contracts and other activities.

**Requirements:** This is a professional level position requiring a master degree or above in a mental health related field. The Senior Associate position requires at least five years of experience in a mental health related field, that includes 3 years as senior management or researcher. The Senior Associate must have identified areas of specialized expertise and/or training including co-occurring (mental health/substance use) disorders.

CIMH is developing training and technical assistance to support agencies and providers in delivering services to people with co-occurring (mental health/substance abuse) disorders. This position will develop and provide the project services in consultation with funders and other content experts.

**Duties:**

This Senior Associate position is responsible for the planning and implementation of CIMH project tasks. These responsibilities include but are not limited to:

1. Development and implementation of training activities, including assessment of client needs, development of activity plans, provision of training &/or procurement of consultant/trainers or other resources.
2. Development and implementation of technical assistance activities, including assessment of client needs, development of activity plans, provision of technical assistance &/or procurement of consultants or other resources.
3. Development and implementation of research projects including assessment of client/project needs, development of research activity plans, completion of research activities &/or procurement of consultants or other resources.
4. Development and implementation of policy development activities including assessment of client/project needs, development of policy development activity plans, completion of policy development activities &/or procurement of consultants or other resources.
5. Other duties as assigned.

All of the duties listed above may require the Senior Associate to:

1. Develop and submit project proposals, including grant applications and request for funding proposals.
2. Develop, monitor and maintain project budgets.
3. Prepare written and oral project reports, as well as technical assistance and training presentations and materials.

4. Liaison effectively with other organizations, including funders,, represent the agency at relevant committees, conferences, and other meetings (requires state and occasionally national travel.)
5. Supervise staff and contract with consultants on project related activities.

CiMH is now accepting applications for Senior Level Associate. Salary is commensurate with education and experience.

Please send resumes and cover letters to our Human Resources Manager at [hrmanager@cimh.org](mailto:hrmanager@cimh.org). (Resumes will be accepted by email only.)

Review of application materials will begin **immediately** and will be accepted until the position is filled.

If you have specific questions, please email them to our Human Resources Manager at [hrmanager@cimh.org](mailto:hrmanager@cimh.org).

The California Institute for Mental Health (CIMH) is located at 2125 19<sup>th</sup> Street, 2<sup>nd</sup> Floor, Sacramento, CA 95818 and on the web at [www.cimh.org](http://www.cimh.org).