



## **BEHAVIORAL HEALTH and RECOVERY DIRECTOR**

Organization: The AMAAD Institute  
Type of Work: Full-Time  
Location: Los Angeles, CA

Arming Minorities Against Addiction & Disease (AMAAD) Institute facilitates personalized individual access to programs and services that foster safe, supportive, and healthy environments for people to live, learn, and develop to their fullest potential. AMAAD was incorporated through a peer-based framework, and over the years, it has harnessed its collective human and material resources to serve multifaceted communities through transitional housing, Behavioral Health programming, and advocacy while utilizing an approach that is especially relevant to those disproportionately affected.

AMAAD seeks a dynamic individual to serve as a Behavioral Health and Recovery Director (BHR Director). The BHR Director will work with the Executive Director to provide administrative and budgetary management/oversight to diverse behavioral health programs. The successful candidate will have a strong knowledge of the best practices of mental health, SUD, and other behavioral health treatment, finance, budgeting, program development, planning, personal administration and supervision, and community relations.

Like all AMAAD employees, the Behavioral Health and Recovery Director should demonstrate a solid commitment to the mission and values of AMAAD. They should have substantial expertise in all areas of responsibility. Join an organization that is approaching a decade of offering quality programming and services for the LGBTQ+ community within South Los Angeles – unapologetically.

### **KEY RESPONSIBILITIES**

#### Supervisory Roles

- Provide administrative and clinical supervision to professional staff within the department;
- Ensures staff receives appropriate training and resources to facilitate best practices and evidenced-based treatment;
- Monitor adherence to agency policies and procedures;
- Oversee a variety of behavioral health prevention and treatment programs

#### Administrative Function

- Conduct regular chart reviews and internal audits, while serving as an organizational content expert/thought leader specific to behavioral health and recovery;
- Support all grants, contracts, and subcontracts to ensure fulfillment of and compliance with funding and contractual requirements and agreements;
- Support administrative and budgetary aspects of programs to support their effective operation, including annual planning, reporting, documentation and data gathering, curriculum development, evaluation, et cetera;
- Develop and maintain policies and procedures necessary for effective programs and regulatory compliance;
- Work with fiscal staff to develop and monitor budgets and allocations, prepare for annual audits, and prepare the submission of local, federal, state, and funding sources reports;
- Actively participate in agency committees, agency planning, and other agency-sponsored activities;
- Work with development and grants team; assist with grant writing as needed
- Clear and direct communications with the Executive Director on all pertinent matters related to the program's operation.

#### Program Development and Stakeholder Relationships

- Develop and maintain positive relationships with all stakeholders, including other service providers, community leaders, client groups, government and civic organizations;
- Ensure effective programming delivery by monitoring programs, analyzing evaluation results, and improving upon quality where needed. Create standardization of program elements where beneficial; become knowledgeable of the

- qualities of “model programs” (i.e., evidence-based practices and programs);
- Provide leadership to the development of additional program elements (e.g., community service);
- Pursue program development opportunities, including promotion of programs through printed materials, participation in outreach events, and proactive engagement of potential program expansion;
- Conduct and support community outreach to build awareness, promote partnerships, advocate for program/community interests and a variety of other purposes; develop strong relationships with community leaders; may participate in or sit on community boards and committees; respond to requests for information on agency programs and activities, may make oral presentations before committees, boards, commissions, advisory groups, or community groups as requested;
- Promote and maintain effective collaborations with institutional partners such as other CBOs, government entities, and advocacy organizations.

#### AMAAD Organizational Responsibilities

- Maintain appropriate licensure in compliance with California State Law
- Demonstrate enthusiasm for AMAAD Institute and a solid commitment to its mission in a manner that is intentionally inclusive of BIPOCs, those with intersectional identities, especially LGBTQ+ and/or gender non-conforming people;
- Be an active team member supporting other staff members;
- Participate in AMAAD satellite teams based on talent, skills, and interest.

#### SKILLS AND ABILITIES

- Demonstrated success in conceptualizing, initiating, developing, implementing, and evaluating a wide range of programs;
- Knowledge of and ability to uphold all legal and ethical professional treatment standards;
- Proven record of applying for and obtaining public and private grants;
- Experience collecting, analyzing, and reporting complex data;
- Excellent written and verbal communication skills;
- Non-profit or government agency experience is strongly preferred;
- Ability to obtain and sustain various clearances required for the program;
- Must possess and maintain a valid driver’s license

#### EXPERIENCE AND EDUCATION

- Degree in a behavioral health field or equivalent experience. Master’s degree preferred and licensed as an LMFT, LCSW, or psychologist in the state of California a plus.
- At least five years of employment in a behavioral health-related area (mental health, clinical social work, public health, and/or substance abuse) and at least one year as a supervisor or coordinator, including one year of administrative and budgetary responsibility.

#### COMMITMENT:

- Monday through Friday, approximately 9:00 AM – 5:00 PM (occasionally later with some weekends depending on programming)

#### COMPENSATION:

- (\$85,000 - \$95,000) commensurate with experience and internal equity. All employees are eligible for annual performance-based salary increases.
- We offer a comprehensive benefits plan, covering the employee premium for medical, dental, and vision plans. Other benefits include life insurance, generous vacation time and paid holidays, professional development, and a 401K retirement plan with an up to 5% match.

AMAAD Institute is an equal-opportunity employer. Black and Indigenous People of Color (BIPOC) and those with intersectional identities, especially Lesbian, Gay, Bisexual, Transgender, Questioning/Queer (LGBTQ+), gender nonconforming people, and allies are encouraged to apply.

#### HOW TO APPLY

Qualified candidates, please email a cover letter and resume to [jobs@amaad.org](mailto:jobs@amaad.org). Please include all documents as one PDF file and use ‘Behavioral Health and Recovery Director’ in the subject line.