The Behavioral Health Network of Greater St. Louis (BHN) is seeking a Director of Recovery Initiatives. BHN is a collaborative effort of providers, advocacy organizations, government leaders and community members dedicated to developing an accessible and coordinated system of behavioral healthcare throughout the eastern region of Missouri, with emphasis on services to the uninsured and underinsured citizens of St. Louis City and the Missouri counties of Franklin Jefferson, Lincoln, St. Charles, St. Louis and Warren. We are committed to having a diverse and inclusive workforce which represents the communities we serve.

The Director of Recovery Initiatives is a full-time position, accountable for overall project planning and management and provides support to Committees, Workgroups and Partner Organizations for assigned, innovative, collaborative Substance Use (SU) and Criminal Justice Initiatives. This position supervises a Program Manager and provides leadership and support to Recovery Coaches working together on a regional project. The Director serves on the leadership team and reports directly to the CEO.

Essential Duties and Responsibilities:

- **Work collaboratively** with all members of the external and internal team to foster positive relationships, to include contracted collaborating partners, BHN Stakeholders, Steering Committees, Treatment Provider liaisons, hospital leadership, community organizations, etc. Build these relationships for the purpose of coordinating grant activities, serving clients, and enhancing the BH Safety Net System. Maintain frequent contact as necessary.
- **Actively participate in external committees** and taskforces within the region to support community efforts to combat the impact of addiction.
- Through project work plans, **monitor projects** to ensure they are meeting timeline milestones, goals, outcomes, and delivering high-quality services to clients. Monitors data to support programmatic improvement and achievement of program goals. Routinely updates work plans.
- **Maintain records** concerning grant activities and tracks SU Initiatives timelines; Processes incoming and outgoing communications; Prepares reports and briefings on SU Initiatives status, progress, changes, and items related to grant scope of work, schedule, and budget; Presents SU Initiatives materials and information.
- Provide staff support to SU Initiatives **Committees** and monitoring bodies; Develops agendas and talking points; Responds to and resolves inquiries and concerns; Works with the Chairpersons to prepare agenda items, schedule meetings and perform required follow-up on assigned actions. Provide a record of the discussions and actions taken during those meetings.
- Develop related documents (e.g. required **reporting documents**, specific inquiries, etc.), in collaboration with the other BHN and collaborating staff, for tracking and reporting to external constituents and funders on the status of projects and the appropriate use of funds (to include program outcomes and accurate financial reporting).
- Develop and monitor **processes, procedures, and policies** for the purpose of implementing initiatives consistent grant application methodology, in collaboration with the project partners. Coordinate the development of forms, tools, and guidelines for program implementation-- Create, maintain, and update, as needed. This includes program training and curricula materials, forms, and processes, for the purpose of implementing methodologies consistent with funded grant guidelines, in collaboration with the SU Initiatives partners. Provide oversight to staff training in project procedures.
- Identify and present **opportunities for program improvement** based upon data, qualitative feedback, and ties to other community initiatives. Ensure quality and procedural adherence. Help lead data-driven, rapid-cycle improvement processes in regards to clinical interventions. Play a consistent and active role in identifying project inefficiencies and finding collaborative solutions to the problems.
• Help monitor and track SU Initiatives grant financial expenditures for the purpose of complying with all funding guidelines.
• Grant procurement – Look for funding opportunities and assists in multiple areas of grant writing to support new BHN initiatives.
• Assist BHN CEO with additional / new special initiatives, related and complimentary to the currently funded SU Initiatives; Performs other duties as assigned.

Qualifications, Skills and Knowledge Requirement

• A Master’s degree in social services, public health, or closely related field. Other degrees will be considered with significant experience in SU serving programs or related project management experience.
• Minimum of 5-years’ experience in behavioral health or a related field with an emphasis on recovery interventions.
• Demonstrated knowledge and skills in project planning and management, with a minimum of five year’s project management or leadership/supervisory experience.
• Demonstrated ability to facilitate collaborative planning and work processes with diverse stakeholders to include governmental staff, funders, treatment providers, law enforcement and first responders.
• Analytical skills and prior experience using data reports to drive process and decision making. Applicant must be extremely comfortable working with outcomes and/or metrics.
• Superior leadership, organizational, and communication skills. Evidence of initiative and attention to detail. Comfort making public presentations and managing meetings. Strong verbal, written, and interpersonal skills.
• Strong computer skills, particularly in Microsoft PowerPoint, Word, and Excel.
• Excellent customer service sensibility required.

Preferred Qualifications: Prior work experience in the following areas is highly desirable.
• Significant experience in SU intervention programs, ideally serving clients with mental health comorbidities and/or socio-economic vulnerabilities.
• Working knowledge of the public behavioral health safety net and service delivery systems and stakeholders, specifically related to SU services.
• Experience working with primary care health providers (PCPs) and/or the Missouri Department of Mental Health (DMH).
• Experience implementing externally-funded grant initiatives, ideally services / intervention grants with an evaluation to include federal grants (like SAMHSA)
• Experience coordinating a multi-agency collaborative initiative.
• Strong group training and facilitation skills, including staffing an oversight Committee.

Expectations
• Candidate has access to transportation to participate in meetings throughout the 7-county Missouri Eastern region.
• Will attend at least a twice annual meeting outside of St. Louis.
• Will have their primary office at BHN (2 Campbell plaza, St. Louis MO, 63139).

This is a full-time position. Interested candidates: please send cover letter/resume to BHN@bhnstl.org