

GROWTH PARTNERS IS HIRING!

POSITION

Technical Assistance (TA) Manager for the New Hampshire Technical Assistance Center (NHTAC)

DUTIES

NHTAC is funded by the New Hampshire Department of Health and Human Services' Bureau of Drug and Alcohol Services (BDAS) to support the efforts of those working in substance misuse prevention, intervention, substance use disorder (SUD) treatment, recovery support services, and related disciplines. The TA Manager works collaboratively with a vibrant team of staff and consultants to oversee TA in topical areas that include, but are not limited to: program and practice improvement, data analysis and use, engagement and mobilization, communications, capacity building, strategic planning, evaluation, and sustainability. The TA Manager also works with NHTAC/Growth Partners staff and consultants, BDAS, and BDAS partners and contractors to coordinate four Communities of Practice (CoP) for behavioral health professionals working in the fields of prevention, SUD treatment, peer recovery support services, and hospital systems of addiction care. As the workload allows, the TA Manager may also support TA efforts for other Growth Partners clients. Visit the NHTAC website [HERE](#).

KNOWLEDGE AND SKILLS REQUIRED

Bachelor's degree in a related field and 5 years or more experience in designing and implementing TA strategies for state and local clients. Master's degree in a related field and knowledge of—and experience with—New Hampshire's behavioral health system is strongly preferred. Excellent oral and written communication skills, including a documented successful history of group facilitation. Must be proficient in Microsoft Office products and comfortable using technology (e.g., videoconferencing, electronic whiteboards, polling, social media and other communications software, YouTube) to support remote collaboration and promote NHTAC-sponsored events.

WORK LOCATION

Applicants should be based in or near New Hampshire and able to work from a home-based office. (Basic office equipment will be supplied by Growth Partners.) Work will be hybrid, with a combination of remote and in-person work throughout the state of New Hampshire. Local travel is required. Some out-of-state travel may be required.

SALARY AND BENEFITS

Salary range is \$55,000 to \$80,000, commensurate with experience. Benefits include health, dental, vision, life, and disability insurance; paid holidays and time off; 401(k) match program; cell phone reimbursement. A full list of benefits is available.

HOW TO APPLY

Email résumés to info@growthpartners.llc.

For more information, contact Laurie Barger Sutter, Growth Partners CEO, at laurie@growthpartners.llc.



JOB DESCRIPTION



Technical Assistance (TA) Manager for the New Hampshire Technical Assistance Center (NHTAC)

JOB TITLE: Technical Assistance Manager
PROJECT: New Hampshire Technical Assistance Center
REPORTS TO: Growth Partners CEO
LOCATION: New Hampshire
STATUS: Exempt

SUMMARY

The New Hampshire Technical Assistance Center (NHTAC) is funded by the New Hampshire Department of Health and Human Services' Bureau of Drug and Alcohol Services (BDAS) to strengthen state, regional, and local efforts to prevent and reduce substance misuse-related problems across the continuum of care. Accordingly, NHTAC provides BDAS-funded technical assistance (TA) to support program and practice improvement and enhance outcomes for a wide array of requestors working in substance misuse prevention, intervention, substance use disorder (SUD) treatment, recovery, and related disciplines.

The TA Manager works with NHTAC/Growth Partners staff, BDAS, and BDAS partners and contractors to coordinate Communities of Practice (CoP) for behavioral health professionals in four areas: Prevention, SUD Treatment, Hospital Systems of Addiction Care, and Peer Recovery Support Services. The TA Manager also oversees other TA for BDAS, its providers, and other requestors in topical areas that include, but are not limited to, the following:

- Assessment and data analysis and use
- Strategic planning
- Workforce development
- Community/partner engagement and mobilization
- Communications
- Organizational capacity building
- Best practices
- Evaluation

The TA Manager oversees TA intake, design, implementation, and evaluation processes. This includes coordinating TA logistical operations, revising processes and procedures as needed, supervising consultants assigned to complete TA tasks, monitoring deliverables, assigning tasks, and contributing to the NHTAC website and ad hoc requests. The TA Manager also participates in staff training and workforce development, contributes to reports, and completes other duties as assigned. As workload allows, the TA Manager may also support other TA efforts for other Growth Partners clients.

KNOWLEDGE AND SKILLS REQUIRED

Bachelor's degree in a related field and 5 years or more experience in designing and implementing TA strategies for state and local clients. Master's degree in a related field and knowledge of—and experience with—New Hampshire's behavioral health system is strongly preferred. Excellent oral and written communication skills, including a documented successful history of group facilitation. Must be proficient in Microsoft Office products and comfortable using technology (e.g., videoconferencing, electronic whiteboards, polling, social media and other communications software, YouTube) to support remote collaboration and promote NHTAC-sponsored events.

ESSENTIAL JOB FUNCTIONS

TA Management Tasks:

- Serve as TA operational manager for TAs from start to finish and oversee all planning, preparation, and support in coordination with other NHTAC/Growth Partners staff, BDAS, and BDAS partners and contractors.

- Coordinate four bimonthly to quarterly CoPs, including scheduling and facilitating planning group meetings, securing speakers and presentation materials, designing, and implementing session formats (e.g., breakout rooms, Q&As).
- Identify, recruit, interview, vet, and supervise consultants and subject matter experts to be used for TA work.
- Work with NHTAC/Growth Partners evaluation staff to analyze TA process and outcome data to determine the effectiveness of TA and continually improve TA effectiveness.

Administrative Tasks:

- Review and approve consultant invoices for all work related to TAs.
- Retain and file emails and document verbal communication with BDAS related to TA processes and deliverables.
- Create electronic and paper files needed to complete and manage workload; upload key documents to the appropriate drives or portals as needed.

Meetings and Conference Calls:

- Participate in staff meetings, project meetings, and calls as needed (in person or via teleconference or Internet).
- Attend TAs and other meetings as assigned.

Report Preparation:

- Prepare assigned portions of project monthly, annual, quarterly, and special reports.
- Review TA deliverables prepared by others for adherence to established standards.
- Draft special reports and other documents as needed.

Business Development:

- Identify business opportunities that expand current business or create new business.
- Contribute to proposals for continued, expanded, or new business as requested.

CORE COMPETENCIES

The incumbent must demonstrate skills in these areas:

- Knowledge of behavioral health science and practice related to substance misuse prevention and intervention, SUD treatment, recovery supports, and related fields.
- Effective, clear, and professional oral and written communication skills.
- Exceptional teamwork, collaboration, and internal/external customer skills.
- The ability to work independently without extensive supervision in a virtual office setting.
- The ability to set priorities, handle multiple projects at various stages, and manage time to ensure tasks are completed within project timelines and budgets.
- The ability to focus on the “big picture” while paying a high level of attention to detail, including tracking requests and maintaining up-to-date and complete electronic records on progress.
- Adaptability and flexibility to adjust to last-minute requests for information and changing priorities.

OTHER DUTIES AS ASSIGNED

This position description should not be construed to imply that these requirements are the exclusive standards of the position nor will it be the sole basis for any subsequent employee evaluations. Incumbents will follow any other instructions and perform any other related duties as arranged with their supervisor or project staff.

This position is subject to availability of funds and any and all restrictions contained in the contract or contracts that provide funding for this position.

SUMMARY OF GROWTH PARTNERS EMPLOYEE BENEFITS

HEALTH, DENTAL, VISION, LIFE, AND DISABILITY INSURANCE

BENEFIT TYPE	BENEFIT PROVIDER	ELIGIBLE EMPLOYEES	WHO PAYS
Health Insurance	Medica	All permanent full-time employees. Must apply within the first 30 days of employment.	Growth Partners pays 70% of the employee's healthcare premiums.
Dental Insurance	Delta Dental		Employee share of cost is about \$32/month.
Vision Insurance	Sun Life Financial		Employee share of cost is about \$8/month.
Voluntary Life/AD&D	Sun Life Financial		Employee
Life/AD&D and Short-Term Disability	Sun Life Financial		Growth Partners
Long-Term Disability	Sun Life Financial		Employee

OTHER BENEFITS

Paid Time Off (PTO)	PTO for full-time employees is earned at the rate of 0.83 days per month, or 10 days/80 hours per year. PTO can be used for vacation and/or sick time.		
Paid Holidays	Growth Partners provides the following paid holidays each year for all permanent, full-time employees: New Year's Day, Martin Luther King, Jr. Birthday, Memorial Day, Juneteenth Day, Independence Day (Fourth of July), Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.		
401(k) Match	Growth Partners offers 401(k) match of 100% on the first 5% of annual salary invested by each employee each year. All permanent full-time employees aged 21 and older are eligible to participate after 30 days from hire. Employees are 100% vested at the time of enrollment.		
Flexible Schedules	Growth Partners offers flexible work schedules for all employees which include 30-minute or longer breaks. Schedules are determined in advance between employees and their direct supervisor.		
Telecommuting	Growth Partners offers telecommuting to employees on a case-by-case basis. Eligible employees are those whose duties are amenable to remote work.		
Cell Phone Reimbursement	Growth Partners offers a \$60/month cell phone reimbursement to all eligible, permanent full-time employees.		