



## The Technical Assistance Collaborative POSITION DESCRIPTION

<b>Position Title:</b>	Senior Consultant
<b>Supervision Provided by:</b>	Executive Director
<b>Work Hours:</b>	M-F; 9:00am to 5:00 pm. Regular overnight travel within United States. Full time position.
<b>Location:</b>	Boston, Massachusetts
<b>Information:</b>	For more information, visit <a href="http://www.tacinc.org">www.tacinc.org</a>

### **Organizational Overview:**

The Technical Assistance Collaborative, Inc. (TAC), a national non-profit organization that advances proven solutions to the housing and community support services needs of low-income people with disabilities and people who are homeless. For over 20 years, TAC has provided policy leadership, technical assistance and consultation for numerous federal, state and local government agencies, as well as for national policy, advocacy, philanthropic, and nonprofit organizations.

### **General Description of Duties:**

TAC is seeking a talented Senior Consultant to join its team of nationally recognized technical assistance and training consultants supporting state and federal government and non-profits in the design, financing and implementation of systems that support the health, wellness, recovery and community living of people with mental illness, substance use disorders and other disabilities.

### **Responsibilities**

- Direct technical assistance, consulting and training activities for TAC clients on a range of issues relating to behavioral health, Medicaid and other public sector issues.
- Group facilitation ranging from stakeholders to high level government officials
- Qualitative and quantitative data analysis
- Interaction with government and non-government clients
- Project management of client contracts, including contract compliance, coordination of team member activities, budget oversight, and completion of project reports and other deliverables.
- Business and contract development, including responding to requests for proposals
- Identifying and working with sub-contractors on projects, as needed.
- Preparation of various policy briefs as directed by senior management.
- Collaboration with TAC's housing practice to ensure the alignment of services with affordable housing work through various housing related contracts.
- Presentation development and public speaking

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- Participation in policy development and knowledge dissemination with governmental agencies, national associations, and other key interest groups.
- Supervision of Senior Associates and Associates, as needed.

### **Successful Candidate Qualifications**

- Knowledge of behavioral health and other disability systems and policy, across the age spectrum
- Expertise in best practice program design and financing, government programs and the diverse needs of people with mental illness and substance use disorders.
- Knowledge of Medicaid and Medicare statutes and regulations
- Experience in writing Medicaid state plan amendments and waivers
- Experience with Managed Care Entities, including state contracts with MCEs and best practice management of behavioral health and disability services
- Knowledge of the Affordable Care Act and Medicaid expansion
- Knowledge of Mental Health Parity and Addiction Equity Act
- Experience collecting, managing, and analyzing data
- Advanced degree in social work, psychology, public health or related health profession
- 10 years of relevant experience in government or non-profit leadership in fields of mental illness, substance use disorders, Medicaid, and/or human services.
- Flexibility to travel on a regular basis

### **Skills and Key Competencies**

- Project management experience: work plan development and monitoring; budget review and tracking; team communications planning and facilitation; contract management.
- Team management skills: delegation of project work to colleagues; development of team communications systems; leadership of processes for group decision making.
- Ability to work independently as well as in a team environment.
- Self-directed, organized, team manager sensitive to deadlines and timelines.
- Communication skills including strong writing and public speaking.
- Cultural competence for working with diverse groups.
- Time management skills to carry out multiple parallel projects at once.
- Facilitation of meetings, executing trainings, and fostering peer learning.

**Send Resume and Cover Letter to:** Amy Horton; [ahorton@tacinc.org](mailto:ahorton@tacinc.org)

**Due Date:** December 13, 2013

