



Behavioral Health Research Assistant (Training & Technical Assistance)

Job Description

Carnevale Associates, LLC (CALLC) is seeking a **Behavioral Health Research Assistant (Training & Technical Assistance)** to join our growing team of professionals. This full-time position will support multiple projects across our portfolio of Training & Technical Assistance (TTA) engagements on substance use disorder (SUD) prevention and treatment. The position is 100% remote (telework), although limited travel to the Washington, DC area may be required. The successful candidate will have a strong background in research, excellent oral and written communications skills, and a passion for distilling actionable information from research and presenting it to a diverse audience of SUD practitioners.

Responsibilities

- Conduct structured literature reviews on topics in SUD prevention and treatment (e.g., vaping, marijuana, fentanyl, underage drinking) to inform CALLC TTA products
- Independently research topics in SUD prevention and treatment to inform CALLC TTA products
- Review behavioral health data (e.g., NSDUH, WONDER, YRBS) and determine key takeaways for SUD practitioners
- Assist with developing professional TTA products, including infographics, fact sheets, short reports, toolkits, and reference guides, in collaboration with CALLC Senior Research Associates.
 - Example Product: [Preventing Polysubstance Use in Primary Care Settings](#)
- Assist with developing and presenting TTA webinars for audiences of social workers, counsellors, state and local government officials, and other professionals, in collaboration with CALLC Senior Research Associates
- Develop and maintain familiarity with behavioral health issues and current research
- Support the development and provision of in-person TTA and conference presentations
- Assist with day-to-day project workflow
- Participate in meetings and discussions with clients and team members
- Contribute to other project deliverables, as assigned

Requirements

- U.S. citizen
- Master's degree in social sciences or related field
- Excellent Internet-based research skills with academic and gray literature
- Demonstrated interest in or knowledge of SUD prevention, SUD treatment, or public health
- Ability to manage multiple and tight deadlines, simultaneously
- Comfort with public speaking
- Polished MS Office skills, particularly PowerPoint, Word, and Excel
- Strong oral and written communication skills
- Motivation to work independently and willingness to collaborate on project teams
- A desire to help improve the US public health response to substance use
- Ability to work remotely from a location with minimal background noise

Pluses

- Experience or familiarity with substance use prevention and/or public health
- Experience developing and delivering presentations (in-person or virtually)
- Experience with content layout and design
- Proximity to Washington, DC



Location

- Remote (100%)

Salary & Benefits

Salary range is \$55,000 - \$60,000 per year and is commensurate with education and relevant experience.

CALLC offers a robust benefits package including: health, dental, and vision insurance (premium 100% employer covered and employer-funded Health Reimbursement Account); 401(k) plan with profit sharing; three (3) weeks Paid Time Off (PTO) in the first year; 10+ paid holidays per year; internet and cell phone service reimbursement (100% employer covered); and access to professional development. CALLC also provides all necessary technology for remote work, including a laptop computer and peripherals.

About CALLC

CALLC is a woman-owned small business, providing strategic consulting in the behavioral health and criminal justice sectors. Since our founding in 2000, CALLC has served six US executive departments (Justice, Health & Human Services, Homeland Security, State, Veterans Affairs, and Defense), the Executive Office of the President, foreign governments, numerous US states & localities, and national constituent groups. CALLC is internationally recognized for expertise in substance use prevention and treatment policy, federal drug control, performance measurement, and strategic planning. Our specialized team of subject matter experts bring a wealth of industry knowledge to deliver practical and research-based solutions across our service array of: Research & Evaluation, Policy Formulation, Strategic Planning, Performance Measurement & Management, and Training & Technical Assistance.

www.carneveleassociates.com

CALLC is proud to be an Equal Opportunity Employer. We do not discriminate on the basis of race, color, ancestry, religion, national origin, sexual orientation, age, marital or family status, disability, gender, gender identity or expression, pregnancy or caregiver status, veteran status, or any other legally protected status. We encourage people from all backgrounds, ages, and experiences to apply.

To Apply

Please send a resume and cover letter to careers@carneveleassociates.com with a subject line "Behavioral Health Research Assistant - TTA – [Your Name]".

The position will be open until filled. We are seeking a candidate with immediate availability and anticipate a new hire starting in this position as soon as possible.