

Position Summary:**Title:** Graduate Assistant**Hours per Week:** 10 hours/week**Department:** Cutler Institute Population Health and Health Policy**Location:** Portland Gorham LAC Online/Distance**Duration:** Full Academic Year Fall Semester
 Summer Semester Spring Semester**Total Stipend:** \$2,000**Monthly Stipend:** \$500**Scholarship Amount:** \$1,500 (in-state) / \$1,500 (out-of-state)**Supervisor Name:** Kim Fox**Supervisor Email:** kimberley.s.fox@maine.edu**Supervisor Phone:** 207 780-4950**Position Details:****Statement of Job and Essential Functions:**

The Graduate Assistant will assist with conducting qualitative research for a study assessing access to behavioral health (BH) services and workforce shortages in Maine. In Jan/Feb 2024, the Alliance for Addiction and Mental Health Services in collaboration with the Behavioral Health Access coalition conducted a point-in-time survey of 300+ individual providers and BH organizations to identify geographic, programmatic and other areas where shortages exist.

The Graduate Assistant will assist with summarizing results of this survey data and help convene follow-up focus groups with survey respondents and other stakeholders in May-June 2024 to discuss survey results, factors contributing to the behavioral health shortages in high need areas to generate possible solutions for alleviating them. The GA will synthesize related literature and studies from other states to help inform focus group questions, coordinate, attend and take minutes/record focus groups, analyze the data, and synthesize results, producing in-depth PowerPoint reports.

Deliverables and timeline:

- attend all Behavioral Health Access coalition meetings
 - assist with focus group processes, documentation, and analysis
 - attend and take minutes at up to 4-6 focus groups
 - ensure fidelity of transcripts by reviewing them, assigning speaker names to content synthesizing and analyzing results
 - produce a written report summarizing focus group goals, methods, analysis methods, and findings, supplementing with point-in-time survey results as needed.
 - produce a PowerPoint presentation on the process and results
 - assist in planning/logistics for a September stakeholder strategy session
- in areas identified in the point-in-time survey as being the areas of greatest need or with largest shortages/vacancies.

Supervisory Responsibilities:

NA

Budget Responsibilities:

NA

Public and Professional Activities Related to Job Performance:

NA

Internal Contacts:

Kimberley Fox, kimberley.s.fox@maine.edu

External Contacts:

Malory Shaughnessy, Executive Director, Alliance for Addiction and Mental Health Services,
Julie Schirmer, President, Board of Directors, National Association of Social Workers, Maine Chapter

Knowledge, Skills, and Abilities:

Skills required:

Knowledge/interest in behavioral health policy and/or public health

Experience with Excel, Word, Powerpoint

Skills preferred:

Experience with qualitative research/focus groups/interviews

Required Qualifications:

Must not be a University of Maine System employee.

Preferred Qualifications:

Prefer graduate students seeking degrees in behavioral health related fields including public health, social work, counseling, or other related BH graduate degree.

To Apply:

Submit your resume and cover letter via email to Kim Fox (kimberley.s.fox@maine.edu) by 5/6/2024.