

ASSOCIATE APPLICATION BACKGROUND

The Substance Abuse and Mental Health Services Administration's (SAMHSA's) Center for Substance Abuse Treatment (CSAT) has several initiatives that strengthen the capacity to serve women with substance use and co-occurring disorders. As a result, many effective, evidence-based practices, programs, and policies are available that address the specific needs of women and their families and reduce health disparities. However, these approaches have yet to be brought to scale and are unavailable to most women. There is an urgent need to cultivate emerging leaders in women's services to ensure that gender-responsive approaches continue and are implemented in our changing behavioral health environment. To respond to this need, SAMHSA/CSAT has created the Women's Addiction Services Leadership Institute (WASLI).

WASLI has its roots in the Partners for Recovery-Addiction Technology Transfer Center Leadership Institute and is customized to meet the needs of professionals who are specifically working in women's services. Thus far, three classes of WASLI Associates have graduated, and they have formed a loosely knit alumni network. WASLI provides women's addiction and mental health-specific leadership content and networking opportunities that are unavailable elsewhere.

The goals of WASLI are to strengthen the capacity to meet the prevention, treatment, and recovery needs of women with substance use and mental health problems by:

- Developing and improving the leadership skills of participants;
- Creating a network of the next generation of leaders in women's services; and
- Establishing a model of women's leadership training.

This year, the program is designed to give emerging leaders in women's behavioral health (treatment and prevention) the resources, tools, and inspiration needed to continue the growth and development of quality services for women across the United States.

SPONSORSHIP

SAMHSA/CSAT sponsors WASLI and covers the following costs:

- Program materials;
- Two in-person training programs, along with airfare and hotel accommodations
Individualized assessments;
- Monthly calls using a toll-free teleconference line; and
- Coach support.

Associates are responsible for the costs of ground transportation, food, baggage fees, and incidentals. (*Note:* Organizers are seeking venues within walking distance to healthy food options.)

The cost of an equivalent leadership program provided in the community is more than \$5,000. WASLI also provides women's addiction-specific content and networking opportunities that are unavailable elsewhere.

WASLI COMPONENTS AND ASSOCIATE COMMITMENT

Eighteen emerging leaders will be chosen to participate as 2015 Associates. Please remember that selected Associates must be able to participate in all aspects of the 6-month program, which includes the following components:

- Individualized leadership assessments (e.g., 360-degree assessment and others);
- Attendance at the 4-day, in-person Immersion Leadership Training to be held March 9-12, 2015, in Orlando, Florida;
- Personal coaching and action learning, including development and implementation of a Leadership Enhancement Action Plan (LEAP) and completion of a Women's Addiction Services Leadership Project;
- Attendance at a 3 day, in-person Enhancement Training to be held on a date TBD in June 2015 in Washington, DC;
- Monthly Webinar/Teleconference Series (schedule TBD); and
- Graduation webinars in late July 2015 and participation in the WASLI Network, a loosely knit association of WASLI alumni leaders in women's services.

The first step in becoming a WASLI Associate is to consider the Selection Review Criteria, and if qualified, complete and submit an application packet as outlined in this document. Please note that the application process is fairly involved and includes personal statement(s), a current resume and two letters of recommendation. Selected applicants will be required to submit a commitment to participate and an Agency Endorsement form as part of the acceptance process.

SELECTION CRITERIA

SAMHSA will accept 18 Associates for the 2015 WASLI class. Associates will be early-career individuals working in program or policy development and dedicated to a career serving women with substance use or co-occurring disorders. Appropriate candidates will be professionals who have:

- Commitment to a career that addresses health of women with substance use or co-occurring disorders, their families, and communities.
- Significant leadership potential, with at least 3, and no more than 10, years of progressively more responsible employment in behavioral health research, policy, or programs (may include volunteer roles in recovery advocacy organizations).
- Current responsibilities that address the behavioral health concerns of women and girls, including but not limited to substance abuse prevention, treatment, and recovery supports. (Responsibilities may include: research, program development, coordination, counseling and/or peer support.)
- Interest in individual growth and coaching, along with the ability to produce a service project.
- Ability to attend both in-person trainings.
- Agency support for applying and completing the program, including participation in the in-person trainings, as well as coaching sessions, monthly teleconferences, and a service project. (Program materials and most travel costs are provided by SAMHSA.)

Other factors considered in the selection of the 2015 Associates include geographic, professional, and cultural balance. As we are anticipating more applicants than available positions, we ask that you be sure you are able to participate before completing the application.

APPLICATION PROCESS

Candidates for the *Women's Addiction Services Leadership Institute* must submit a completed online application, including resume, responses to essay questions, and two letters of recommendation. The application is available at <http://wasli.wufoo.com/forms/2015-wasli-application/>.

Applications and the letters of recommendation will be reviewed by teams from SAMHSA and WASLI alumni. Applications must be submitted online by **December 8, 2014.**

STEPS TO COMPLETE THE APPLICATION PROCESS

Please use these detailed steps to guide your submission process. There is also a checklist at the end of the application form. Please feel free to contact us at leadership@ahpnet.com if you have any questions.

STEP 1: Review all of the materials and determine whether you have the interest and qualifications necessary to become a WASLI Associate.

Please do not apply for WASLI if you are unsure of your ability to meet the program requirements including attendance at the Immersion Training (March 9–12, 2014 in Orlando) and the Enhancement Training (TBD, in Washington, DC area). (You will be responsible for the costs of your ground transportation, baggage fees, meals, and incidentals for the in-person trainings. SAMHSA/CSAT is sponsoring training and providing all the materials, assessments, airfare, and hotel.) You may want to discuss the opportunity and commitments that are involved in participating in WASLI with your agency prior to preparing your application. Upon acceptance, WASLI Associates will be required to submit a Commitment to Participate (signed by the Associate) and an Agency Endorsement Form (signed by your agency).

STEP 2: Choose two people to write a letter of recommendation. The people you select to write your letters of recommendation should be able to provide information about your commitment to personal reflection and growth, and your potential for leadership ability as well as your commitment to women with substance use, trauma and mental health problems. The strongest combination of letters would be one letter from someone at your current agency (e.g., supervisor) and one from someone of your choosing who knows you in a professional or academic setting and who is familiar with your work. We require complete contact information for authors of these letters of recommendation. We may contact these references during the selection process. Letters of recommendation must be e-mailed to leadership@ahpnet.com directly by the author of the letter (not you) and must be received by December 8, 2014. Upon receipt, a confirmation e-mail will be sent to you and to the individuals submitting the letters of recommendation. For a sample letter you can use to request letters of recommendation for WASLI, please see the attachment titled: “**Letter of Recommendation Request Information.**”

STEP 3: You will need to submit your current resume as part of the application. Be sure your resume is up-to-date and reflects your experience working with women.

STEP 4: Complete the following sections of the 2015 Associate Application online at <http://wasli.wufoo.com/forms/2015-wasli-application/> by **December 8, 2014**. The application includes three sections: 1) Personal and Work Information, 2) References, and 3) Response Questions.

Please Note: Applicants selected for the incoming WASLI class will be notified by January 14, 2015.

ADMINISTRATIVE INFORMATION

SAMHSA/CSAT is the sponsor and convener of WASLI and has contracted with Advocates for Human Potential, Inc. (AHP) for its development and implementation as part of the Technical Assistance and Training on Women and Families Impacted by Substance Use and Mental Health Disorders contract.

For more information about WASLI, please e-mail us at leadership@ahpnet.com. You may also contact: **Deborah Werner, AHP, WCF Project Director** at 818/999-6985 or dwerner@ahpnet.com, or **Nailah Harrell, Program Associate** at 240/912-3853 or nharrell@ahpnet.com.

We look forward to receiving your applications online!

Letter of Recommendation Request Information

*Below is a sample letter you can use to request a letter of recommendation for the Women's Addiction Services Leadership Institute. You are encouraged to seek one letter from a supervisor or a leader in your agency and another from a collaborative partner or leader in women's services. Letters are to be emailed to leadership@ahpnet.com directly by the author and are **due by December 8, 2014**.*

Dear xxx:

I am applying to the *Women's Addiction Services Leadership Institute (WASLI)* sponsored by The Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Treatment (CSAT). *I hope you will consider supporting my application by agreeing to write a letter of recommendation.*

The goal of WASLI is to strengthen the capacity of providers to meet the treatment and recovery needs of women with substance use or co-occurring disorders. The program is designed to give emerging leaders in women's addiction the resources, tools, and inspiration needed to continue the growth and development of quality services for women across the United States. Eighteen leaders will be chosen to participate as Associates.

As part of that application process, I am required to choose two people who are familiar with my work to write letters of recommendation. The letter should describe my potential for leadership, my desire and commitment to improving services for women with substance use and co-occurring disorders, and/or my commitment to personal reflection and growth.

If you agree to support my application as a reference, your letter of recommendation must be e-mailed directly by you to leadership@ahpnet.com and **must be received by December 8, 2014**. Please include in the subject line of the e-mail "Letter of Recommendation for (my name)." Upon receipt of your letter, a confirmation e-mail will be sent to both you and me.

The application also requires that I provide SAMHSA with the following information:

- Your name
- Our relationship
- Length of time we have known each other
- Your organization
- Your job title
- Your preferred phone number
- Your preferred email

For more information, please feel free to contact the WASLI selection team at leadership@ahpnet.com or visit the WASLI program information on the SAMHSA Treatment Improvement website at: http://womenandchildren.treatment.org/wasli_home.html.

Thank you for your assistance!

Sincerely,

xxx