



# Leadership Academy

**FOR AMERICAN INDIAN & ALASKA NATIVE  
BEHAVIORAL HEALTH PROFESSIONALS**

**MENTEE  
APPLICATION  
2019-2020**



National American Indian & Alaska Native

**PTTC**

Prevention Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration



National American Indian and Alaska Native

**MHTTC**

Mental Health Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration



National American Indian & Alaska Native

**ATTC**

Addiction Technology Transfer Center Network  
Funded by Substance Abuse and Mental Health Services Administration

# A unique leadership development opportunity for behavioral health professionals

The National American Indian & Alaska Native Technology Transfer Centers invite American Indian and Alaska Native professionals to apply to our comprehensive leadership development program. Our twelve month culturally informed program is designed to strengthen the behavioral health (BH) workforce in tribal and urban Indian communities. Upon acceptance into the program, each participant will be matched with an experienced native mentor in the behavioral health field.

Leaders from tribal and urban Indian health programs express concern about the graying workforce, especially among leaders of substance use, mental health, prevention, and treatment programs. Our American Indian and Alaska Native leaders are concerned about who will lead these programs in the future, particularly given the substantial changes in health care, the introduction of the Affordable Care Act, the opioid crisis, and the integration of BH into primary care. The need for leadership development and support is imminent.

Your agency, among many others, may already be facing a shortage of adequately prepared leaders to oversee the administration of BH programs. Though experience is important, many leaders find themselves lacking vital skills in areas such as budgeting, administration, strategic planning and grant management, in addition to administrative and clinical supervision of staff. These skills are needed to navigate the increasingly demanding health care field. The Leadership Academy addresses these needs by building a network where leaders can obtain skills through education, support and guidance. This program addresses the urgent need to make available thoughtfully developed and culturally-informed training, and aims to deliver it to those who will benefit the most: future administrative and supervisory leaders in the BH workforce.

## ***Why participate in the American Indian & Alaska Native Leadership Academy?***

**This program provides opportunities to:**

- Develop individual leadership skills
- Receive individualized attention for leadership development
- Meet other behavioral health professionals
- Gain practical experience through project work
- Learn about your personal leadership styles
- Earn a Certificate of Leadership to validate hours of training and project completion

## ***What does the Leadership Academy entail?***

The program provides a balance of interactive seminars, distance education, webinars and project work in the field. It incorporates a four-phase design for developing leadership and management skills:

**Phase 1: Assessment** – Mentees are required to undergo a formal assessment of their leadership and management interests, values and skills.

**Phase 2: Immersion session** – Mentees are required to attend a five-day Immersion Training that provides the conceptual framework for understanding the theory and practice of leadership and management. Mentors are expected to attend the last three days of the session.

During the Immersion session mentees will start preparing for their individual **project work**. Mentees will be working on a project in their own organization throughout the course of the Leadership Academy (LA). Their mentor will help guide the topic choice and planning of an individualized leadership project relevant to their work and career goals. Examples from previous Leadership Academy (LA) projects include; client recovery mentoring and advocacy plans, community case management and referral development, counselor self-care, processes for reducing stigma, increase cultural competency and suicide prevention.

**Phase 3: Enhancement session** – Mentors and mentees will both attend the three-day Enhancement session. Focus will be on continued training in various leadership skills and discussion of individual leadership plans as well as their project plans.

Participants will submit their project plan, present on the progress of their project and receive feedback during this meeting.

**Phase 4: Recognition / Graduation** – To acknowledge their accomplishments, mentees will present their final individual projects and participate in a ceremony together with their mentors. During this two-day session they will be awarded a formalized Certificate of Leadership.

\*It is recommended that each mentee takes at least 20 hours of additional continuing education based on their individualized development plan as identified in cooperation with their mentor. Continuing education can be pursued through venues like webinars and courses.

### **What are the commitments?**

This one year program takes commitment on the part of the mentee, mentor, and the organization in which the participant is employed. **Mentees** are required to attend face-to-face meetings which includes: five days during the five-day Immersion Training in the Meskwaki Settlement, August 25 – 30, 2019, three-day Enhancement Session in Miami, February 2020, and two-day Graduation in Portland, August 2020. They will also be required to write their individual development plan; prepare, implement and present their project work; take part in monthly follow-up conversations with mentors, and participate in webinars.

### **What are the costs?**

The costs for the Leadership Academy are largely offset by funding provided to the National American Indian & Alaska Native TTCs by the Substance Abuse and Mental Health Services Administration (SAMHSA). The National American Indian & Alaska Native TTCs request a one-time fee of \$1,500 (on a sliding scale) payable by the applicant's agency, the mentee or the tribe. This fee will be applied towards costs for travel and lodging. Meals or per diem will not be covered.

If you have questions about the program or application process please contact:

**Monica Dreyer Rossi:** [monica-dreyerrossi@uiowa.edu](mailto:monica-dreyerrossi@uiowa.edu)

### **How do I apply?**

To apply, please fill out the following application and submit to:

The University of Iowa  
College of Public Health  
ATTN: Monica Dreyer Rossi  
The Leadership Academy  
145 N. Riverside Drive N410  
Iowa City, IA 52242

You may also e-mail the application to: [monica-dreyerrossi@uiowa.edu](mailto:monica-dreyerrossi@uiowa.edu)

The application deadline is **April 30, 2019**. Applicants will be reviewed and selected for participation by the Leadership Academy Committee. The selected candidates will be notified by **June 1st, 2019**.

Sincerely,

**Monica Dreyer Rossi, Program Manager**

National American Indian & Alaska Native Leadership Academy



# LEADERSHIP ACADEMY MENTEE APPLICATION

CONFIDENTIAL

**Note to applicant:** Candidates for the program must apply with the support of the agency director within their treatment organization. It is critical that the organization agrees to allow the candidate the time needed to complete all requirements and provide opportunities to test new skills. The forms included in this application are to be completed and submitted by an agency supervisor or director who works closely with the applicant.

Candidates should show a willingness to learn and develop and a potential for management and leadership.

**Mentee criteria:**

- Native American, American Indian, or Alaska Native
- Aspiring tribal leader interested in behavioral health
- Employed in prevention, mental health, substance abuse treatment or helping professions field
- Interested in pursuing supervisory positions
- No certification violations.
- \*Verify completed criminal background check or fingerprint clearance (confirmation from supervisor or HR is sufficient. **Do not send background check**).
- \*Provide verification that the agency is committed to the person-hours required to learn and apply the leadership training (**forms are included under section 5 and 6**).

Please submit information as requested in sections 1-6:

## 1. APPLICANT INFORMATION:

Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Title: \_\_\_\_\_

Address (agency): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Email: \_\_\_\_\_

Highest academic level: \_\_\_\_\_ Years in behavioral health/addiction/helping professions field: \_\_\_\_\_

Current position: \_\_\_\_\_ Is this position supervisory or administrative? Yes \_\_\_\_\_ No \_\_\_\_\_

Tribal affiliation: \_\_\_\_\_

The following fields are *OPTIONAL*. This information is included on the nomination form to help assure balanced participation.

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Non-binary \_\_\_\_\_

Race/ethnicity: Native American, American Indian, or Alaska Native \_\_\_\_\_ Multi-racial (w/Native) \_\_\_\_\_ Other (w/Native) \_\_\_\_\_

## **2. AUTOBIOGRAPHICAL OVERVIEW or RESUME.**

### **3. LETTER OF COMMITMENT describing the following (not to exceed 2 pages):**

- a. Your interest in the program, professional growth goals and objectives.
- b. Areas of interest within your field including potential topic(s) for your individual project.
- c. Describe your commitment to improving behavioral health in native communities.
- d. *OPTIONAL* – Is there any additional information that you would like to include which would assist the selection committee in making their decision?

*Completed forms on the following pages and letter of support from supervisor/director may be included with applicant's materials if enclosed in a confidential signed envelope or submitted directly to the Leadership Academy by the organization.*

## **4. PARTICIPANT AGREEMENT**

The purpose of the American Indian & Alaska Native Leadership Academy is to enrich the experience of a wide range of promising individuals at an optimal point in their career to help them prepare for greater responsibilities and contributions to the agencies in which they work, and to the behavioral health and addictions field in general. By signing below, the applicant agrees to commit to the requirements for the 2019-2020 program if accepted.

- My organization has conducted a background check. I consent to have HR or my supervisor confirm that the background check is in good standing.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the information included in this application is correct.*

**ALL APPLICATION FORMS MUST BE POSTMARKED OR RECEIVED ON OR BEFORE APRIL 30, 2019.**



# LEADERSHIP ACADEMY APPLICATION: AGENCY SUPPORT FORM

*CONFIDENTIAL*

**Note to person completing this form:** It is important that in completing this form of support that you believe the applicant has realistic potential to become a leader in your agency and also demonstrates commitment to both your agency in particular, the behavioral health and addiction field, or other helping professions such as mental health and problem gambling in general. Your candid assessment of the applicant’s talents, accomplishments, needs and potential will be very helpful to the academy’s selection committee. Your comments are confidential and will not be shared with the applicant. After completion, please submit this form directly to the Leadership Academy or enclose in a sealed, signed envelope for the applicant to include with their application.

**Please submit a typed summary answering questions 1-4: (not to exceed 2 pages)**

1. How long have you known the applicant and in what capacity?
2. What leadership qualities led you to recommend this person?
3. Please provide examples that describe the applicant’s leadership skills or potential.
4. What type of skills or training do you believe would benefit the applicant?

**Please rate the effectiveness of the applicant, to the best of your ability, in the following seven leadership competency dimensions. Mark your response using the 5-point scale provided.**

1 - Not Effective  
2 - Sometimes Effective  
3 - Often Effective  
4 - Effective  
5 - Highly Effective

<p><b>1. Managing People and Tasks</b> – Demonstrates such skills as coordinating, teamwork, leadership/influence, managing conflict, and planning/organizing.</p> <p><b>2. Problem Solving and Decision Making</b> – Demonstrates skills through problem identification, insight, seeing things from new angles, recognizing trade-offs, decisiveness and action.</p> <p><b>3. Communicating</b> – Demonstrates effective oral and written communication skills, practices active listening and is persuasive and influential in communications.</p> <p><b>4. Building and Maintaining Relationships</b> – Demonstrates skills that build interpersonal relationships, negotiating, putting people at ease and showing compassion and sensitivity.</p>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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1 - Not Effective  
 2 - Sometimes Effective  
 3 - Often Effective  
 4 - Effective  
 5 - Highly Effective

<b>5. Mobilizing Innovation and Change</b> – Demonstrates the ability to conceptualize, inspire, act creatively to mobilize innovation and change, risk-taking and visioning.	○	○	○	○	○
<b>6. Managing Self</b> – Demonstrates self-directed learning, personal organization/time management, personal strengths and problem solving/analytical skills.	○	○	○	○	○
<b>7. Personal Professional Demeanor</b> – Demonstrates integrity and honesty, projects a professional image and incorporates ethical practices.	○	○	○	○	○

**6. EMPLOYER AGREEMENT**

The purpose of the American Indian & Alaska Native Leadership Academy is to enrich the experience of a wide range of promising individuals at an optimal point in their career to help them prepare for greater responsibilities and contributions to the agencies in which they work, and to the behavioral health and addiction fields in general. I understand that continued agency support is imperative for the applicant’s successful completion of this one year program. If the applicant is accepted to the program, the agency agrees to support the participant in the following ways:

- The time required for full participation
- The one-time registration fee of \$1,500 (on a sliding scale)

**AGENCY SUPERVISOR/DIRECTOR INFORMATION:**

Name: \_\_\_\_\_

Agency: \_\_\_\_\_ Title: \_\_\_\_\_

Address (agency): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the information included in this application is correct.*

**ALL APPLICATION FORMS MUST BE POSTMARKED OR RECEIVED ON OR BEFORE APRIL 30, 2019.**