
Associate Application Background

Purpose and Vision

The purpose of the Youth Service Leadership Institute (YSLI) is to develop youth service leaders who will work to strengthen the capacity of service agencies and community-based organizations (CBOs) working with, or on behalf of, underserved youth impacted by opioid and stimulant use. Those served include but are not limited to: LGBTQ+ youth, Black/African American youth, Native American/American Indian youth, immigrant youth, youth currently involved with, or transitioning out of foster care, or the juvenile justice system, runaway and unhoused youth, rural youth and/or other youth disengaged in school.

Objectives

- Develop and strengthen youth service leadership skills
- Create a network of youth service leaders
- Support the establishment of integrated continuums of care for youth and young adults struggling with opioid and stimulant use disorder

The YSLI program is designed to produce significant improvements in youth substance use services. The YSLI program blends three critical elements: knowledge building, experiential learning, and relationship building.

- Knowledge building occurs through didactic teaching, case studies, individual assessments, and discussions with other program members and subject matter experts.
- Experiential learning opportunities include dialogue circles, 360-degree assessments, creative skill-building exercises, ongoing communication opportunities, action learning, self-exploration, and after-program reinforcement.
- Relationship building is fostered between leaders and emerging leaders in youth services throughout California.

Target Audience

The 2023 Youth Services Leadership Institute (YSLI) offers critical leadership education to professionals with at least five years of progressively responsible work with, or on behalf of, youth and/or young adults impacted by opioid and stimulant use. YSLI curriculum emphasizes a leadership approach that is developmentally appropriate, culturally and gender-responsive, and trauma-informed. It prepares youth service focused professionals to meet the unique behavioral health needs of youth and/or young adults impacted by, or struggling with, opioid and/or stimulant use.

Application Process

Advocates for Human Potential (AHP) will select 24 applicants to participate as YSLI Associates this year. If you are an emerging leader in the field of youth-specific and responsive substance use disorder (SUD) services, we invite you to apply. Services include community capacity building, positive youth development, harm reduction, early intervention, medications for addiction treatment (MAT), behavioral intervention, counseling, and recovery supports that align with [YOR California](#) principles.

We are seeking the following qualities in a YSLI Associate:

- Demonstrated leadership in youth services, including accomplishments, and your skills or experience related to an area of special consideration (MAT/youth/young adults/LGBTQ+/etc.)
- Have or are interested in responsibilities that may include program management, program development, and partnership building.
- Are committed to a career that addresses, directly or indirectly, the needs of youth with who are misusing opioids and/or stimulants.
- Have agency support for the application and participation.

The program includes the following components:

- **Application process.** Emerging leaders submit an application that asks them to consider their leadership journey. The selective application process builds success and accomplishments and encourages more active participation.
- **Individualized leadership assessments.** Associates engage in assessments, including a 360-degree leadership inventory, to better understand their leadership styles, actions, strengths, and areas for improvement.
- **2.5-day immersion training.** The Immersion training is customized to meet the goals of the YSLI associates working to address the behavioral health needs and concerns of youth. Associates will receive the results of their assessments, engage in didactic and experiential training, and personal exploration. Topics include leadership practices, conflict resolution, negotiation, presentation skills, facilitating change, leadership strengths, and mitigating leadership challenges related to youth services.
- **Action learning.** Associates implement an Individual Leadership Enhancement Action Plan to address weaknesses and build a wide range of interpersonal, communication, and leadership skills. They also complete a Youth Services Leadership Project to expand their leadership skills while employing them to meet agency/ organizational needs. Coaches provide ongoing guidance and accountability.
- **2-Day Enhancement training.** Associates will rejoin with leaders in youth services to continue developing leadership skills focused specifically on leadership within behavioral health.
- **Graduation and YSLI network.** Upon completion of the program, Associates share leadership projects and celebrate accomplishments. After graduation, Associates may participate in the YSLI Alumni Network, which provides ongoing learning and networking opportunities.

APPLICATION PROCESS

Candidates for YSLI must submit a completed online application, including resume, brief narrative question responses, and two letters of recommendation. The application is available at [YSLI at YOR CA Application](#)

Applications and the letters of recommendation will be reviewed by teams from DHCS and YSLI alumni. Applications must be submitted online by between **week of November 8 - November 30, 2023.**

STEPS TO COMPLETE THE APPLICATION PROCESS

Please use these detailed steps to guide your submission process. Please contact us at yorcalifornia@ahpnet.com if you have any questions.

STEP 1: Review all materials and determine whether you have the passion, time, and qualifications necessary to become a YSLI Associate.

Please do not apply for YSLI if you are unsure of your ability to meet the program requirements, including attendance at the in-person Immersion Training and Enhancement Training (Please note: You will be responsible for the costs of your ground transportation, airfare, accommodations, meals, and incidentals for the in-person trainings. YSLI at YOR CA is sponsoring the training and providing all the materials and assessments (approximately \$7500 value). ***This is considered an allowable expense for current YOR 3 Grantees.***

It is recommended that you discuss the opportunity and commitments that are involved in participating in YSLI with your agency prior to preparing your application. Upon acceptance, YSLI 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 one person to submit a reference form. The person you select to serve as reference should be able to provide information about your commitment to personal reflection and growth, your potential for leadership, and your commitment to youth with substance use disorders. The strongest letter would be one letter from someone at your current agency (e.g., supervisor) or one from an advisor, mentor, colleague, or other leader in youth's services familiar with your work.

The online application provides a link you will have to send to your references so they can submit their recommendation online. You will need to provide the names and contact information for your reference in the application. You will then send them a link to the online reference form. We encourage you to ask them if they are willing to serve as a reference and commit to completing the form by the deadline ahead of time. It is the applicant's responsibility to ensure the recommendations are received by the deadline; applications lacking two completed recommendations will not be considered for the program. At the end of this application package is a sample letter you can tailor and send to individuals from whom you are requesting references. The writer will receive an email confirming receipt of the reference form.

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 youth and if applicable, your experience related to the areas of special consideration (MAT/, youth/ young adults).

STEP 4: Complete the Associate Application online at hyperlink between week of November 8 - November 30, 2023. The application includes three sections: 1) Personal and Work Information, 2) References, and 3) Response Questions.

Note that although the application form does allow you to save the application and come back to it; we encourage you to review the sample application below and prepare your answers prior to completing the online form. Then you can copy and paste your responses into the form. Be sure to allow sufficient time for your reference to also submit their recommendation forms prior to November 30, 2023

Please Note: Applicants will be notified of their acceptance into YSLI in December 2023.

ADMINISTRATIVE INFORMATION

For more information about YSLI at YOR CA, please e-mail us at yorcalifornia@ahpnet.com.

We look forward to receiving your applications online!

Copy of Application Questions

It is expected this application process will take between 2-3 hours to complete. Your application should include a completed personal and work information section, organizational endorsement, professional history, response questions, and current resume.

Please complete the application online at [YSLI at YOR CA Application](#) by November 30, 2023. An automated confirmation e-mail will be sent to your listed address when your application has been received successfully.

A link will be provided in your online application that you must send to your references to submit their recommendation form online. Please inform your references that they will be receiving a request for a recommendation and ensure they are aware of the deadline. It is the applicant's responsibility to ensure the recommendations are received by the deadline; applications lacking two completed recommendations will not be considered for the program.

A sample letter to request a reference and sample of the reference form can be found at the end of this document. The forms can be uploaded with the application in QuestionPro. References must be received no later than August 15, 2023. A YSLI representative may contact the reference during the selection process.

The strongest reference would be one letter from someone at your current agency (e.g., supervisor) or one from an advisor, mentor, colleague or other leader in youth/ young adult's services familiar with your work. References should describe your commitment to youth/ young adults with substance use or co-occurring disorders, commitment to personal growth, and leadership ability/potential.

You will be able to partially complete your application online and complete it at a later time, it is suggested that you use the following as a guide to prepare your responses ahead of time.

Applicant Information
First Name:
Last Name:
Pronouns:
Preferred Phone Number:
What county do reside in?:
Preferred Mailing Address (optional):
Preferred Email Address:
LinkedIn Page:(optional)

Applicant Work Information
Organization's Name:
Your Job Title:
Credentials:
Organization Website:*
Organization Phone Number:
What county do you typically serve? <i>(check all that apply)</i>
How long have you worked at this agency?
Other social media, blog, or website:

Job Title: _____

Years at current job title: _____

Current Function:

Counselor/ Direct Service

Clinical Supervisor

Case Manager

Health Provider

Peer Support Specialist

Program Manager/Director

Educator/Advocate

Executive Leadership

Researcher/Consultant

Program Analyst/Government

Other _____

Years working with (or on behalf of) youth and/or young adults impacted by substance use, stimulant use, opioid use or co-occurring disorders:

Do you/organization work on a YOR-funded program? yes no unsure

If yes, select all that apply: YOR 1 YOR 2 YOR 3

Please upload your current resume ****(experience must be relevant to work in, or on behalf, youth-related services)***

Work Setting:

Government Agency

Community Behavioral Health agency (addressing mental health and addictions)

Substance-use disorder/addictions treatment provider

Recovery community services organization/consumer-operated agency

Other community service provider serving youth/ young adults

Primary health care

Managed care company

College/University

Middle/High School

Other: _____

Are you a member of or share lived experience that directly relates to any of the following under-represented populations within substance use or co-occurring disorder treatment leadership?

Yes No Choose not to answer

If yes, select all that apply:*

- African American/Black Latino/a/x or Hispanic
- Asian/Pacific Islander/Native Hawaiian Native American/Tribal Member
- Person in MAT recovery Person in substance/use recovery (general)
- Person with mental health condition Person with a disability
- LGBTQ2SIAA+ Current or past military affiliation
- Grew up or live in a rural/frontier community Immigrant
- Grew up or live in poverty
- Other population _____

REFERENCE 1

Reference Name:

Reference Job Title:

Reference Organization:

Reference Phone Number:

Reference Email:

Length of Acquaintance with Applicant:

Primary Nature of Acquaintance with Reference:

- Co-Worker Current Supervisor Other Current Organization Executive
- Community Partner Funder Prior Supervisor Colleague
- Friend Mentor Educator/Professor Other

Comments: (optional)

Reference Letter Sample

Below is a sample letter you can use to request that someone serve as a reference for your application to the Youth 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 youth services. You should use this letter to send your references the link contained in your online application. The link provided in your online application will generate a separate form which should be completed by your references.

*Please note that all references are **due by November 30, 2023***

Dear (reference name):

Thank you for supporting my decision to apply for the YOR California Youth Leadership Institute. The goal of YSLI is to strengthen the capacity of providers to meet the treatment and recovery needs of youth/ young adults with substance use and co-occurring disorders. The program is designed to give developing leaders in addition the resources, tools, and inspiration needed to continue the growth and development of quality services for youth/ young adults across the United States. Twenty-four leaders will be chosen to participate as Associates.

Below you will find the link to submit an online recommendation form.

This reference should describe my potential for leadership, my desire and commitment to improving services for youth/ young adults with substance use and co-occurring disorders, and/or my commitment to personal reflection and growth. Upon completion, you will receive an email confirming receipt of the reference.

Once again thank you for supporting my application as a reference. For more information, please feel free to contact the YOR California selection team at yorcalifornia@ahpnet.com.

Thank you for your Assistance!

Sincerely,

(applicant name)

All applicants are required to be pre-approved by an authorized representative of their agency due to time and travel commitments of the leadership institute. The representative may be a direct supervisor of the applicant or another member of the applicant's agency's leadership team with budget and program authorization. An approval statement must include authorized representative's full name, title, contact information, statement of approval to join the YSLI 2023 cohort. A confirmation e-mail will be sent to both the applicant and authorized representative after submission. A YLSI representative may contact the authorized representative during the selection process.

Authorized representative's work email address: _____

Approval statement upload link

RESPONSE QUESTIONS

Please complete the following questions. Anticipated and maximum number of words for a complete answer is included in parenthesis after each question. Since the online application form does not allow for saving partially completed applications and returning to them later, you may want to develop your responses ahead of time and copy and paste them into the online application.

1. Please describe challenges in youth services and how YSLI leadership training can help? (300 word maximum)
2. Describe the type of leadership role you see yourself having regarding improving/expanding access to care for youth and young adults impacted by substance use within your organization and/or community. (300 words maximum)
3. Describe any training or experience you have in community or organizational leadership. Tell us about a leadership experience in which you were successful. What do you think led to the success? (300-word maximum)
4. Please describe if you have worked with (or on behalf of), or share any lived experience that directly relates to the any of the following populations of youth (300-word maximum):
 - a. LGBTQ2SIAA+ youth
 - b. Black/African American youth

- c. Native American/American Indian youth
 - d. Immigrant youth
 - e. Youth in or transitioning out of foster care and the juvenile justice system,
 - f. Runaway and unhoused/transient youth
 - g. Youth disengaged from school
 - h. Disabled Youth
 - i. Other (please specify)
5. Please provide a 100-word biographical sketch that describes your work history, interest and experience working with (or on behalf of) youth or young adults impacted by substance misuse.

NOTE: Please make sure you do not exceed the word count maximum. If you go over the maximum number of words, your submission will not be successfully submitted. When your submission is accepted, you will receive a successful application message on your screen.

Please complete the application online at [YSLI at YOR CA Application](#) by **November 30, 2023**

You will receive an automated confirmation e-mail to your listed address when your application has been received successfully.