Position Description

Date: May 28, 2021  
Position Title: Director/Senior Director, Quality and Science  
Reports To: Chief Quality and Science Officer  
Status: Exempt

Position Summary:

This position will work to accelerate the American Society of Addiction Medicine's (ASAM) efforts to transform America's addiction treatment infrastructure, expanding access to research-validated, results-based care. Support the development of clinical and scientific products to support improvements in clinical practice. This includes overseeing the development of clinical guidelines and standards using rigorous methodologies. This position requires content expertise or substantial experience in systematic evidence reviews, research and an understanding of clinical practice in addiction treatment.

Responsibilities/Duties:

- Maintain up to date knowledge on best practices in clinical guideline development
- Design and conduct systematic literature reviews to support the development of clinical guidelines and standards
- Oversee guideline development methodologies including facilitation of guideline committees
- Develop and maintain an in-depth understanding of ASAM's clinical practice guidelines and standards, including The ASAM Criteria.
- Help to ensure alignment and continuous quality improvement feedback loop between The ASAM Criteria and ASAM's clinical guidelines
- Maintain effective communication and collaboration with ASAM's Quality Improvement Council and guideline committees
- Maintain an up to date understanding of the scientific literature related to clinical practice in addiction treatment.
- Support ASAM's involvement in external research partnerships as needed
- Supervise project management staff and contractors as needed.

Required Qualifications

- Master's-level degree required;
- 5 years of experience in scientific or health related field required.
- Experience conducting systematic literature reviews required.
- Project management experience is required.

Desired Qualifications:

- PhD preferred in a scientific field.
• Research and/or clinical training in addiction treatment and/or behavioral health fields is strongly preferred.
• Experience supporting the development of clinical practice guidelines is preferred, including familiarity with guideline development methodologies such as the RAND/UCLA Appropriateness method, GRADE (Grading of Recommendations Assessment, Development and Evaluation), and the National Academies Clinical Guidelines We Can Trust framework.
• Supervisory experience preferred

Skills and Abilities:
• **Results-driven focus.** Ability to manage through ambiguity and easily shift gears, reprioritize, and stay focused on outcomes to consistently achieve results, even under tough circumstances.
• **Project manager.** Effectively allocate and optimize resources, assign responsibility, manage timelines, reduce risks, and get the project done.
• **Problem solver.** Understand the big picture and recognize challenges before they occur. Ability to make sense of complex, and sometimes contradictory, information to effectively solve problems.
• **Collaborative approach.** Work cooperatively, seeking to understand concerns and realistically manage expectations by finding common ground and building consensus for workable solutions.
• **Respectful.** Approachable and responsive. Knowledge and ability to communicate clearly.

Works closely with:
• ASAM Chief Quality and Science Officer
• ASAM clinical experts.
• ASAM Quality Improvement Council
• ASAM Criteria Strategy Committee
• ASAM Director of Quality Improvement.
• ASAM Director of Science.
• ASAM Director of Health Technology.

Benefits of Working at ASAM
• ASAM’s work with physicians and clinicians helps millions of patients, families, and communities impacted by addiction
• ASAM’s work helps address the vast national crisis of opioids and addiction
• ASAM enjoys a strong organizational culture, living by values determined by staff of open collaboration, trust, courage, and connectedness
• ASAM is proud to have earned the Sloan Award for Excellence in Workplace Effectiveness and Flexibility
• ASAM offers competitive compensation (commensurate with experience) and benefits that include paid vacation and sick leave, transportation reimbursement, medical insurance, and 401k.

**Recruiting salary range:** Commensurate with experience (with a robust benefits package)
To Apply:
Please submit a resume and cover letter explaining your interest in this position and how your skills match the position to hr@asam.org. Resumes without cover letters will not be considered.

ASAM provides equal opportunity to all staff. No person shall be discriminated against because of race, color, religion, sex, national or ethnic origin, age, physical handicaps, marital status, sexual orientation, family responsibilities, political affiliation, or any other category that is protected by federal law or the laws of Maryland.

ASAM is proud to be honored with the Sloan Award for Excellence in Workplace Effectiveness and Flexibility for its use of flexibility and other aspects of workplace effectiveness as a workplace strategy to increase business and employee success. ASAM was one of eight organizations and the only association to be recognized in the state of Maryland.