

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
OFFICE OF STATEWIDE CLINICAL SERVICES
SYSTEM OF CARE**

DUTY STATEMENT

JOB TITLE: System of Care Specialist, CEA, Level A

POSITION #: 472-564-7500-003

POSITION DESCRIPTION: The System of Care Specialist formulates and develops policies to implement and sustain the requirements of Assembly Bill (AB) 2083 and AB 153 to provide System of Care technical and consultative assistance, case consultation and continuum capacity analysis for the Department of Developmental Services (DDS) to better serve youth that require complex care and coordination with all local child serving partners. This position will provide and oversee case-specific tracking, data collection and consultation, as well as coordination with regional center (RC) professionals, clinical professionals, and local county and educational partners. This position will conduct ongoing cross-system policy analysis to identify the intersections and impacts of those policies to the developmental service system and provide recommendations to DDS Executive Leadership. In consultation with the Joint Resolution Team (JRT) as defined by Welfare and Institutions Code, section 16521.6, under the guidance of Executive Leadership and in response to data and information collected through consultative processes, this position will provide recommendations for service expansion for exceptional care and supervision needs for children with complex care needs and on the development of other community, educational, or family supports.

This position will be a member of the JRT to collect data and information; produce Legislative reports; provide technical assistance; provide consultation to DDS on the Children's Crisis Continuum Pilot Program and other Children and Youth System of Care program areas on standards, practice, performance and evaluation standards; work in collaboration with the JRT to maximize federal financial participation and facilitate timely access to residential placements of youth in foster care; and, provide consultation on implementation of appropriated funds that support new or expanded programs, services, practices, and training that builds system capacity and ensures the provision of a high-quality continuum of care that is designed to support youth and families experiencing the child welfare system.

SUPERVISION EXERCISED: The position manages rank and file staff.

SUPERVISION RECEIVED: Reports directly to, and under administrative direction of, the Deputy Director, Office of Statewide Clinical Services, CEA B.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 30% Develop policies and provide executive level subject matter expertise for implementation of the Administration's objectives to protect children with intellectual and developmental disabilities (I/DD) from abuse and neglect and to be safely maintained in their own homes whenever possible and appropriate. Develop policies and oversee consultative

and coordinating activities with local community partners to increase engagement with children/youth in foster care and families receiving RC services to provide children with I/DD permanency and stability in their living situations and to preserve the continuity of family relationships and connections for children with I/DD. Develop policies to enhance families' capacity to provide for their children's developmental and behavioral needs and ensure children with I/DD receive appropriate services to meet their educational, physical and mental health needs; and to prepare youth with I/DD emancipating from foster care to transition into adulthood.

- 20% Develop and provide subject matter expertise on policies and best practices within the child welfare continuum to DDS and RCs. Provide policy recommendations that integrate the work of the State's Children and Youth System of Care, informed by data and evaluation as well as lessons learned from the technical assistance provided to local agencies. Inform and oversee future work plans for technical assistance, training, policy development and research to sustain the work overtime; lead, guide, and direct the workload, workflow, and processes for DDS' role within the Children and Youth System of Care State Technical Assistance Team.
- 20% Serve as project manager to ensure all deliverables and initiatives are completed on time and with high quality. Liaison with CalHHS for the execution of deliverables mandated per AB 2083 and AB 153. Develop linkages to fellow departmental leaders leveraging expertise and supporting system integration to foster collaborative relationships with department change agents and leaders. Evaluate best practices within California and other states in supporting youth with I/DD with trauma who are in foster care. Provide strategic advice and counsel to DDS' directorate on options for California's RCs in coordinating and supporting youth in foster care. Work with DDS leadership to design policy and practice to improve responsiveness of child welfare services and achieve outcomes for families and children who receive RC services related to Safety, Permanence and Well-Being. Support Systems of Care alignment with the Department of Health Care Services (DHCS), the California Department of Social Services (DSS), and the Department of Education to integrate best practices for operating a child welfare system supported by a trauma-informed comprehensive system of specialty mental health services, training, and resources. Research, analyze and collaborate with the State's Children and Youth System of Care partners regarding laws and regulations across multiple programs. Coordinate with DDS subject matter experts on processes to maximize federal financial participation and support timely access to residential placements of consumers in foster care.
- 20% Provide consultation on youth with I/DD needs to DHCS and DSS regarding the Children's Crisis Continuum Pilot Program for the purpose of developing treatment options that are needed to support California's commitment to eliminate the placement of foster youth with complex needs in out-of-state facilities, including but not limited to consultation on operational procedures, performance and evaluation standards, and utilization criteria for participating entities in the pilot.

- 10% As a member of the JRT, update and provide input on possible recommendations to the Legislature no later than December 31, 2022, that take into account the specific needs and characteristics of youth with unplanned discharges from short-term residential therapeutic programs and youth for whom counties were unable to, or have difficulty with, securing placements and providing trauma-informed services, as specified. Oversee support efforts related to tracking and annual reporting of deidentified information of children and nonminor dependents in foster care who have been assisted to preserve, or secure new, intensive therapeutic options.

WORKING CONDITIONS: Work is performed in an open-spaced, partitioned office environment in downtown Sacramento or at home. Work requires the use of a personal computer 65-85% of time. Daytime and overnight statewide travel may occasionally be required. This position is eligible to participate in DDS' hybrid telework schedule. Participation in telework is subject to DDS' guidelines.

DESIRABLE QUALIFICATIONS:

Knowledge of: AB 2083 and AB 153; education, behavioral health and child welfare policy and programs; the Department's mission and values; the Lanterman Act and developmental services system and applicable state and federal laws, policies and regulations; the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles and practices of policy formulation and development; and project management principles including work plan development and budgeting.

Ability to: Manage multiple projects to meet Department goals and objectives; work collaboratively and as a leader in multidisciplinary teams; develop and maintain cooperative and harmonious relationships with RCs, other state agencies, peers, the public and others; analyze data and present ideas and information effectively both verbally and in writing; supervise and coordinate the work of others; perform legislative review and analysis; apply quality management principles and techniques; represent the Department in a professional manner; gain the confidence and support of top level administrators and advise on a wide range of program issues; and analyze complex problems and recommend effective courses of action.

CERTIFICATION OR LICENSE: None.