

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Health Program Specialist I (HPS I)

POSITION NUMBER:

542 8338 xxx

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*

Children and Family Services/ SPEI Branch

BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

FCSSB/Early Intervention Services Policy Unit

SUPERVISOR'S NAME:

Tyffanie E. Wedding

SUPERVISOR'S CLASS:

Staff Services Manager (SSM) I

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

## Fingerprint Clearance

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

**SUPERVISION EXERCISED** *(Check one)*:

- None                       Supervisor                       Lead Person                       Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

The HPS I is occasionally called upon to act in the absence of their supervisor. Additionally, the HPS I may be engaged in a lead capacity to direct the work of other staff when working on new and/or complex assignments.

MISSION OF ORGANIZATIONAL UNIT:

The Family Centered Safety and Support Bureau (FCSSB) has responsibility for supporting county child welfare agencies, probation departments, and Indian Tribes to deliver early intervention strategies including Emergency Response (ER) and Family Maintenance (FM) services. FCSSB is also responsible for implementing California's Family First Prevention Services Program (FFPS) intended to enhance supportive services for families and also administers the Commercially Sexually Exploited Children (CSEC) Program which provides support to county child welfare and probation departments to serve victims of/at risk of child labor trafficking and commercial sexual exploitation. Through ongoing analysis and implementation of federal and state statute, legislative proposals and regulations, the FCSSB incorporates the behaviors outlined in California's Integrated Core Practice Model, to create, support and implement trauma informed programs that deliver innovative, timely and effective services. The FCSSB is committed to ensuring equity in service delivery, reducing bias in practice and reducing the over-representation of families of color in the child welfare system.

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**CONCEPT OF POSITION:**

Under the direction of the SSM I, the HPS I serves as a highly skilled technical health care specialist responsible for assisting in the assessment and development of early intervention and prevention services policies and procedures. The HPS I will also serve as lead project manager, exercise a high level of independence and provide technical assistance with a thorough understanding of statewide policies and procedures. The HPS I position also requires a skillset to communicate clearly, be organized, collaborate with stakeholders and connect the work to the departments mission.

**A. RESPONSIBILITIES OF POSITION:**

Utilizing the principles of the Integrated Core Practice Model, the HPS I duties will include, but are not limited to, the more difficult and complex aspects of the following:

30% Independently functions as the subject matter expert and lead staff representing the Division on activities, assignments and work groups related to the implementation and development of prevention and early intervention services. Develop policy and policy clarifications, provide technical support, to counties and/or Tribes based on identified need or upon request. Research and analyze existing policies to develop recommendations for leadership in order to inform program guidance for Tribes, county Child Welfare Departments, and their multidisciplinary partners. Develop policy as it relates to mental health and/or other public health services including but not limited to evidence based practices.

30%. Function as subject matter expert and lead staff person in the project to support making informed policy and program decisions in the development of early intervention and prevention services. Directs the development, implementation, coordination, and facilitation of programs that improve the delivery of services that prevent entries into foster care. Negotiate, draft and manage prevention service contracts that support program outcomes. Analyze federal and state legislation and make recommendations on complex public child welfare program development, policy, and practice issues concerning children and families at risk of entering foster care.

20% Function as a lead staff person to coordinate collaboration across the division to ensure cohesive policy development and comprehensive technical assistance. Lead internal and external stakeholder meetings utilizing the Integrated Core Practice Model. Serve as a Department liaison and participate in a wide variety of stakeholder and provider meetings, conferences, workshops, community outreach activities, etc., explaining and disseminating laws, regulations, policies, and procedures related to the Family First Prevention Services.

15% Represents the SSM I and CDSS in meetings and communications in a variety of internal and external meetings. This includes providing leadership as well as taking an active role in various meetings and discussions to ensure complex information is delivered effectively and concisely to multiple stakeholders, negotiating across boundaries and sometimes managing significant resistance. Build strong relationships and work closely with state, county, local government, private agencies and entities to ensure necessary assistance and cooperation is in place to effectively carry out the mission of CFSD. Coordinates and communicates efforts across various State and County government agencies, other departmental organizations, the Legislature, stakeholders, and community service providers

5% Perform other duties related to the Family Centered Safety and Support Bureau as assigned.

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B. SUPERVISION RECEIVED:

The HPS I is directly supervised by the SSM I of the Early Intervention Services Policy Unit. The incumbent is required to utilize their initiative and resourcefulness in completing assignments. Progress and status reports are made frequently, and the final product is reviewed for completeness and consistency with department policy.

C. ADMINISTRATIVE RESPONSIBILITY:

The incumbent is responsible for coordinating and providing oversight for development, implementation and practice of cross-system collaboration and services to ensure effective, timely and appropriate access to care and services for child welfare involved children, youth, and families. The HPS I also leads development, monitoring and reporting of outcomes related to early intervention services.

D. PERSONAL CONTACTS:

The HPS I has frequent contact with other CDSS staff, staff from county welfare and social service departments, Tribes, other state departments and agencies, public and private non-profit agencies, community-based and child/family advocacy organizations, federal departments, and occasional contact with staff from the state's Legislative Branch and the general public. The HPS I may also represent the Branch and Department at intra- and inter-departmental meetings, committees, planning and/or task force committees, and project advisory boards. Excellent oral presentation skills, tact and diplomacy within the organization and with internal and external partners are essential to this position.

E. ACTIONS AND CONSEQUENCES:

Faulty inaccurate or inconsistent statements, ineffective program support or inaccurate technical assistance information may result in inadequate or inappropriate services for children and families; poor relationships with state, county, and federal agencies; county and/or state non-compliance with federal and state statute; or inefficient use of state, federal and local funds.

F. OTHER INFORMATION:

**HPS I SPECIFIC COMPETENCIES:**

Maintain poise, positivity and innovation while working in a time-sensitive, deadline-driven, results-oriented environment. Knowledge of the public child welfare system, including practice and policy. Knowledge of child welfare services programs, county social welfare agencies, community organization and COSS administrative and support services, children's services and other related programs is desirable. Knowledge of policy-making and administrative processes including state and federal legislation, regulatory and budgetary processes and the roles of the various branches and levels of government. The ability to identify and develop strategies to address public policy issues.