

**DUTY STATEMENT**

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES  
PROGRAM SERVICES  
OFFICE OF STATEWIDE CLINICAL SERVICES****DUTY STATEMENT****JOB TITLE:** Aging Inclusion Specialist, CEA, Level A**POSITION #:** 472-552-7500-002

**POSITION DESCRIPTION:** The Aging Inclusion Specialist, provides executive level leadership and subject matter expertise on the provision of culturally sensitive services and supports for individuals with intellectual and developmental disabilities (IDD) who are aging in accordance with Governor Newsom’s Master Plan for Aging (MPA). This position develops, enacts, and informs on policies and coordinates Department of Developmental Services (DDS)-wide efforts to ensure the needs of aging consumers are met through the Developmental Disabilities Services System. This position works extensively with executive management, University Centers for Excellence in Developmental Disabilities, Department of Aging (DOA), Department of Health Care Services, Department of Social Services, other state agencies, and local or national organizations, the Legislature, and individuals receiving services and their families.

This position will inform on and develop policies, resource materials, training, and supports consistent with the Lanterman Act, the MPA, and other federal and state statutes and regulations. This position upholds the values of the Lanterman Act with a primary focus on the resource and navigation needs of consumers who are aging to provide for person-centered and culturally and linguistically sensitive services.

**SUPERVISION EXERCISED:** None.

**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:

35% Develop, recommend, implement, and monitor statewide policies, procedures and activities related to services and supports for individuals with IDD who are aging and/or their caregivers consistent with the MPA. Develop and inform on policy solutions to improve access to services and support, create options through regional centers (RCs), state-operated facilities and programs, and generic programs for these individuals. Serve as single point of contact and coordinator of DDS’ goals and initiatives for individuals who are aging, with a focus on expansion of services and use of Community Resource Development Plan (CRDP) funding for creation of new community resources and supports for aging consumers. Develop and implement resource materials and trainings for RCs and DDS state-operated facilities and programs to ensure the needs of aging consumers are met. Develop and coordinate statewide training of DDS and RC staff on best practices, improving services, and developing community resources for older consumers as well as providing technical support to RCs and state-operated facilities and programs in addressing access, service gaps, and equity issues.

- 35% Provide executive level leadership and subject matter expertise on the provision of culturally and linguistically sensitive services and supports for individuals who are aging and have IDD. Lead and/or participate in the Developmental Services Task Force, and other workgroups to develop initiatives to expand services for aging consumers, including participation in collaborative multi-department efforts to implement the MPA. As the Director's designee actively participate in the California Health and Human Services (CalHHS) Disability and Aging Community Living Advisory Committee and the California Elder Justice Coordinating Council. Liaison with CalHHS in the execution of initiatives to ensure all deliverables in the MPA are completed on time and with high quality. Collaborate and coordinate efforts with DDS staff, Association of RC Agencies, RCs, stakeholders, University Centers for Excellence in Developmental Disabilities, DOA, other state agencies, and other organizations to identify areas of emerging need. Consult on and develop innovative, multi-disciplinary approaches and methods of service delivery, including the expansion of aging services across the broad landscape in which services are offered statewide and across systems of care.
- 15% Inform and advise management on complex issues and program strategies related to the growing number of aging DDS consumers. On behalf of the Directorate, coordinate DDS-wide efforts to ensure the needs of aging consumers are met through the Developmental Disabilities Services System, through RCs, state-operated and generic programs. Advise Executive Staff on proposed policy, amendments to existing policy, and operational directives that impact services provided to aging consumers, many which have co-occurring conditions and receive services from multiple agencies and programs. Inform on the development of legislative and fiscal analyses, as needed. Frequently communicate with executive management, control agencies, the Legislature, RCs, consumers, and their families on DDS initiatives and issues affecting the lives of aging consumers and caregivers.
- 15% Research, develop and draft a variety of materials and presentations on topics and best practices for services and supports for consumers and caregivers who are aging. Serve as a subject matter expert on current trends, literature and research, consumer trends and issues, which may inform future service needs. Research other states' programs serving consumers who are aging. Prepare and present results of research and data analyses for the Directorate and/or Executive Staff. Independently prepare materials for presentation to RCs, community groups, advocacy organizations, legislative staff, and other entities concerning the needs and services provided to older consumers. Actively participate in a variety of DDS led risk management activities. Participate on external panels and committees as needed. Provide ongoing direction, evaluation and contribute to creative process improvements, consistent with DDS' mission and goals, through DDS and stakeholder meetings.

**WORKING CONDITIONS:** Work is performed in an open-spaced, partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a personal computer 65-85% of total office time. Occasional daytime and overnight statewide travel may be required.

**DESIRABLE QUALIFICATIONS:**

Knowledge of: The programs, policies, and activities of the Department, including state-operated facilities and programs and regional centers; Lanterman Developmental Disabilities Act; knowledge of state and local community programs that provide services and supports for older adults, adults with disabilities, and family caregivers; knowledge of 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.

Ability to: Plan, organize, and oversee; gain the confidence and support of top-level administrators and advise on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, stakeholders, and the Legislative and Executive Branches; analyzes complex problems and recommend effective courses of action.

**CERTIFICATION OR LICENSE:** None.

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Employee Name  
(Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name  
(Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.