

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PROGRAM SERVICES
OFFICE OF STATEWIDE CLINICAL SERVICES
SYSTEM OF CARE****DUTY STATEMENT****NAME:****JOB TITLE:** Community Program Specialist II**POSITION #:** 472-564-8352-912

POSITION DESCRIPTION: The Community Program Specialist (CPS) II in the System of Care Program in the Department of Developmental Services (Department) is responsible for performing a variety of extensive, analytical assignments, complex projects, and providing technical support related to System of Care State and Complex Care Coordination (AB 2083 and AB 153) for children and youth with intellectual and developmental disabilities (I/DD). Support the implementation of the Children and Youth System of Care across California and provide technical assistance to all local child serving agencies and regional centers (RCs). Provide assistance to RCs and Department staff on cross system collaboration in system of care activities and case-specific tracking for oversight of individuals residing in restrictive settings and support transition to less restrictive settings.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to and under direction of the System of Care Specialist, CEA A

EXAMPLES OF DUTIES: The duties should be appropriate for the classification and consistent with the class specification. List essential job functions first, followed by marginal job functions. Reference classification specification to develop duties based on knowledge, skills and abilities (KSA).

Essential Job Functions:

40% Provide assistance for the implementation of the Children and Youth System of Care across California and implement the technical assistance framework available to all local child serving agencies (AB 2083 and AB 153). Assist with System of Care implementation guidance and training development and dissemination. Provide ongoing review of the county System of Care Memorandums of Understanding (MOU), including MOU tracking and coaching to eliminate MOU implementation barriers to local interagency leadership teams (ILTs) via calls and coaching sessions. Provide administrative support in, planning, coordinating and hosting stakeholder meetings. Provide ongoing reporting on technical assistance and foster youth outcomes per AB 153. Support current and developing case-specific and county-specific technical assistance needs. Participate in current and developing case specific and county specific technical assistance needs. Provide program support in capacity mapping and analysis as required by AB 153. Cross-system work with Department of Social Services (DSS) in the development and implementation of two consultative contracts available to local system partners for child specific consultation on treatment recommendations for trauma informed behavioral supports, diagnostic

clarification and psychiatric recommendations for co-occurring mental health and I/DD. Support for ongoing Out of State Cohort tracking and technical assistance. Coordination and work with DSS on the intersection of Family First Prevention Act (FFPSA) implementation and the RCs. Ongoing development of technical assistance tools and resources for AB 2083 implementation, including the development of a tiered technical assistance framework. Implementation of the tiered framework will include webinars, trainings and document resources for local partners around the 11 required components of the MOU. Participate in multiple cross-system and interdepartmental workgroups, specifically the AB 2083 State Technical Assistance Team, to maintain connections between the historical silos of the multiple children serving departments.

- 20% Deliver program consultation to data and information technology subject matter experts across multiple departments for dually served youth in care data. Ongoing data collection and tracking of youth with complex needs for reporting purposes required per AB 153. Provide data coordination activities for the linkage and identification of youth that are dually served by child welfare and RCs. Perform ongoing data analyses to provide information regarding the population, demographics, and patterns in service utilization.
- 20% Provides assistance to RCs and Department staff on cross system collaboration in system of care activities. Provide RC technical assistance and case-specific data tracking for oversight of individuals residing in restrictive settings and support transition to less restrictive settings. Provide support for the RCs on resource development, cross-system resource access, including the California Department of Education, Department of Health Care Services, DSS and Department of Rehabilitation. Perform relevant bill and policy analyses and review. Work on training and technical assistance to internal Department staff and RC AB 2083 coordinators on child welfare related priorities and topics. Provide administrative support in coordination with RCs, child welfare and probation on admissions and transitions to state operated facilities, including ongoing transition calls with multi-system partners to achieve minimum lengths of stay.
- 20% Support the administrative functions related to State technical assistance calls with local child serving systems. Follow-up on post call action items and direct coaching to RCs on practices and solutions, statewide resource identification, coaching on funding and share of costs, policy and regulatory research and cross-system navigation. Support administrative functions for monthly State Leadership AB 2083 Meetings. Maintain System of Care resource hub for RC AB 2083 coordinators and facilitate monthly check-ins.

WORKING CONDITIONS: Work is performed in an open spaced, partitioned office environment. Working on a personal computer 80% to 95% of the time. Occasional travel may be required. This position is eligible to participate in DDS' hybrid telework schedule. Participation in telework is subject to DDS' guidelines.

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DESIRABLE QUALIFICATIONS:

Knowledge of the California developmental disabilities and regional center system and processes and protocols in California State Government.