## \_\_\_\_\_\_\_\_\_\_\_ County Systems of Care Consultant

Under the general direction of the Department of Human Services Systems of Care (SOC) Coordinator, assists in the planning, administration, analysis, monitoring and coordination of the \_\_\_\_\_\_\_\_\_\_\_\_\_ County’s Children’s Systems of Care Initiative and in the development and coordination of the County’s Leadership Team.

Carries responsibility for the development and oversight of Systems of Care Initiative in compliance with Federal, State, and Local laws, regulations and SOC standards during the 18 month startup phase. Ensures that all services and program development are delivered in an appropriate, comprehensive, and quality fashion.

Responsibilities will include the following:

1. Design a County Leadership Team & coordinate meetings in compliance with the Systems of Care standards and guidelines; develop annual schedule with budgets
2. As primary community liaison for the SOC, coordinates, trains, and provides consultation to community / system partners
3. Establishes the overall standards for the Systems of Care Initiative by providing oversight, consultation, and technical assistance to \_\_\_\_\_\_\_\_\_\_\_\_\_ County’s Leadership Team, PA System of Care Partnership, Youth & Families, Stakeholders, Department of Human Services contracted providers, other system partners
4. Meet with System Partners to conduct an assessment of existing programs and services and identify gaps or barriers
5. Develop a Human Services Directory which is to be integrated into the DHS enhanced website and social media outlets. Work collaboratively with the website & social media consultant
6. Assumes overall responsibility in conjunction with the SOC Coordinator for timely submission of all required reports involving SOC including the High Fidelity reports and data
7. Participates in the development / enrichment of the countywide trainings (Multisystems, Crisis Services, Behavioral Health Orientation, Early Childhood, PEAK, Family Engagement, and Youth Mental Health First Aid) to enhance the SOC endeavor
8. Review the processes of intersystems collaboration and develop or enhance existing resources (ISPT guide and guidelines for intersystems collaboration)
9. Review and develop a plan to integrate SOC standards and principles into the job descriptions for staff employed by DHS
10. Develop a plan to train the DHS support staff to provide a basic screening of a caller so there is a no wrong door. Research the Regional United Way’s 211
11. Schedule with the SOC Coordinator, Children’s Mental Health Awareness Day events for 2014 & 2015 (Youth Mental Health First Aid Training, Green Awareness Ribbons, Declaration by County Council, other); develop a budget
12. Research evidenced based practices that would enhance the SOC Initiative long term and meet the needs of the County’s Multisystem involved youth and families including screening & assessment tools like the CANS; develop a budget for implementation
13. Develop a policy & procedure for the CLT youth & families to submit their enrollment as a vendor / requests for payment / reimbursements; develop a budget based upon utilization
14. Coordinate 2 SOC kickoff events (different times) for 2014 and a follow up one in early 2015
15. Coordinate for the CLT the travel arrangements for the County Systems Partners PA SOC events and conferences & develop an annual schedule of these with budgets- Annual SOC is June 23 and 24th, 2014
16. Attend monthly My Life & Bully Free Friends meetings, annual Youth Day at the Capitol and MY FEST events
17. Work with the SOC Community Workgroup to promote the SOC at local and regional health & wellness events
18. Other as identified by the CLT and SOC Coordinator

**Required Knowledge’s, Skills and Abilities:**

Knowledge of the principles and practices of the PA Systems of Care Partnership

Knowledge of modern basic management principles and practices.

Knowledge of the basic principles and methods involved in working with multisystem children and adolescents who have psychiatric and behavioral disorders and with their families.

Knowledge of the structure, organization, and methods of public and private mental health systems and community partners / agencies, including Medical Assistance and HealthChoices.

Knowledge of the principles and methods applied to collecting, reviewing, analyzing, and interpreting statistical data.

Ability to aid in the development and coordination of SOC plans, analyze and evaluate program plans and operations and make recommendations leading toward policy and method determination.

Ability to establish and maintain effective working relationships with public and private agencies, community groups and organizations, federal, state and county officials and agency staff.

Ability to make clear and pertinent statements, orally and in writing.

**Minimum Experience and Training**:

Licensed Social Worker

Licensed Clinical Social Worker

Licensed Professional Counselor

Or

Masters level professional with 10 years of experience in Human Services (Child Welfare, Juvenile Justice, Behavioral Health / HealthChoices).

Systems of Care Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator BH / ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_