

COUNTY PROGRAM SPECIALIST 1

CHILD AND ADOLESCENT SERVICE SYSTEM PROGRAM (CASSP) COORDINATOR

Unit: HealthChoices

GENERAL DESCRIPTION:

This professional social service administrative position is responsible for planning, implementing, analyzing, monitoring and coordinating the Child and Adolescent Service System Program (CASSP) in Lycoming and Clinton Counties. It is responsible for ensuring implementation of the CASSP Principles in the bi-county area and advocating for the inclusion of the consumers and families in the decision-making process. This position serves as the focal point for establishing and maintaining a network (and/or building on an existing network) of individuals, agencies, providers, and community groups interested in improving services to children, adolescents and their families. It will ensure that collaborative relationships exist between the local child serving agencies, providers, behavioral health managed care organization and educational systems when working to provide services to children, adolescents and their families. It will serve as a liaison between the State and County regarding trends and program development for children's mental health services. This position will work independently under the supervision of the HealthChoices Director with additional oversight provided by the MH/ID Administrator. A Master's Degree in a Human Services field required. A minimum of 5 years' experience in one or more child/adolescent-serving systems required.

ESSENTIAL FUNCTIONS:

An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation.

- Lead the development and implementation of a comprehensive CASSP plan unique to Lycoming and Clinton Counties.
- Lead the development of an integrated system of care through the creation/maintenance of interagency agreements between target systems including Child Welfare, Mental Health, Intellectual Disabilities, Education, Juvenile Justice, Drug and Alcohol, Vocational Rehabilitation, Behavioral Health Managed Care, providers, family groups, and other community-based resources.
- Create and lead a local clinical/case management-level committee (Inter-Agency Review Team) in each county responsible for collaboration, case consultation and problem solving for children and adolescents with serious emotional disturbances and/or substance use disorders with multi-system needs.
- Organize and maintain or participate in a community advisory committee with representatives from families, providers, advocates, system representation, county administration and interested groups to discuss child and adolescent issues and cross-system collaboration that includes cross-system concerns, needed changes in local policies and procedures and the development of a strategic plan.
- Develop, collate and update local needs assessment information to identify gaps, duplication and barriers to service and develop a planning strategy for meeting the identified needs (including identification of local training needs.)
- Advocate and provide for the inclusion of parents and consumers in a meaningful way (and

within regulatory requirements) in treatment plan development on interagency teams, service development, service evaluation and policy development.

- Remain knowledgeable and up-to-date on available community resources, services and supports as well as treatment trends and best practices.
- Act as a resource and provide technical assistance for the child/adolescent-serving agencies, families, school-districts and providers.
- Participate in multi-system collaboratives like the Transition Coordinating Council, Local Child/Adolescent Round Table, MCO provider and member committees, etc.
- Participate in the Quarterly Central Region CASSP Coordinators' meetings and local and statewide Children's Committees as required.
- Serve as the County HealthChoices liaison for child/adolescent services with the Behavioral Health Managed Care Organization.
- Attend interagency and intra-agency meetings to advocate for and insure that CASSP Principles of Service to Children are applied when developing child/adolescent services in the community.
- Participate in community planning and support groups to promote integration and expanded opportunities for consumers of child mental health services.
- Participate in the development of the Annual Non-Block Grant Plan focusing on children's mental health services.
- The CASSP Coordinator will strive to remain current on rules and regulations for child/adolescent serving systems. The CASSP Coordinator acts as a knowledgeable resource for significant changes to policy and how these changes will impact treatment and other child serving systems.
- Perform other duties as required.

PHYSICAL ACTIVITIES:

The following physical activities are necessary to perform one or more of the essential functions of this position.

- Communicate effectively in person or by using telecommunications equipment.
- Input and gather data on a computer.
- Proofread documents accurately.
- Understand oral and written information.
- Apply policies, guidelines and program goals.
- Maintain effective working relationships.
- Move and relocate work related items without assistance.
- Enter, exit and move about multiple residential and office settings.
- Operate standard office machines.