



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: FSSA		BU: 410
Division: DMHA	Section/District: Youth Services	
Job Title: Program Director 1		Job Code:
Working Title (if different from above): Cultural and Linguistic Competence Coordinator		
Reports To: System of Care Grant Director		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input checked="" type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

This position is responsible for the infusion of cultural and linguistic competence within the system of care. The CLC Coordinator has the responsibility for assisting leadership, management, staff, families, youth, contractors and all other system partners in ensuring culturally and linguistically competent practices in all aspects of the system of care. This position serves as the content expert and facilitates the organizational development process to accomplish these goals.

Essential Duties/Responsibilities:

1. Promote Cultural and Linguistic Competence among children's behavioral health entities within Indiana's System of Care both locally and state level;
2. Work with state and local constituents to assess organizational compliance with CLAS standards and develop action plans to include technical assistance and training as deemed necessary;
3. Review, modify and update Indiana's strategic plan for System of Care as it pertains to cultural and linguistic competence;
4. Outreach to families and youth from racial, ethnic and linguistic minority communities and assure their engagement with and participation in implementation of strategic plan;
5. Maintain coordination and collaboration with other entities addressing issues of cultural and linguistic competence at a local, state, regional and national level;
6. Review, analyze and interpret statewide data and trends, policies and procedures, in order to make recommendations for community or statewide programs to meet the mental health needs of individuals who are of minority populations;
7. Evaluate state, regional and national information concerning outreach to, and service access for minority populations and make recommendations for change as necessary;
8. Assists with development of technical assistance plans for each local system of care to ensure inclusion of cultural and linguistic competence, and continuously assess the technical assistance needs of local System of Care governance structures as it relates to cultural and linguistic competence;
9. Develop and facilitate training activities to address the technical assistance needs of local and state System of Care efforts as it relates to cultural and linguistic competence;
10. Participate in State System of Care Governance Structure, and lead cultural and linguistic subcommittee;
11. As needed, participate in conference calls and provide any written documentation requested by DMHA staff or other agencies that is needed for quarterly or annual reports;
12. Lead initiative to review and rewrite as necessary Indiana's Disparities Statement for System of Care;
13. Assist with responses to inquiries from providers, families, other agencies and the public regarding initiatives;
14. Maintain confidentiality in all matters related to systems of care
15. Other duties assigned that are necessary to meet the position requirements
16. Attend trainings and meetings as required

Job Requirements:

1. Bachelors Degree in related field or relevant cultural and linguistic competence experience;
2. Knowledge of state and federal laws, regulations, and policies related to children and adolescents
3. Three (3) Years experience with community based behavioral health focused on children, adolescent and family services;

4. Knowledge and expertise in system of care philosophy and values;
5. Ability to identify, analyze, summarize, and communicate information and to formulate recommendations as needed
6. Ability to communicate accurately and effectively, both orally and in writing
7. Skill in coordination and management for working with other agency staff, advisory groups and committees to achieve desired outcomes
8. Ability to work effectively with a wide variety of culturally diverse stakeholders including consumers, family members, advocates, and providers of mental health and/or addiction services
9. Knowledge of planning, program development and evaluation methods.
10. Experience working with children/youth identified as severely emotionally disturbed
11. Experience with development and facilitation of trainings and workshops
12. Commitment to family-driven, youth guided philosophy, and cultural and linguistic competence
13. Flexible, creative, assertive and able to work in a multiple task and multidisciplinary environment.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Work is highly independent requiring broad knowledge and decision making ability. Incumbent must work within established parameters including Family and Social Services Administration and Division of Mental Health and Addiction policies and procedures under general supervision. Individual must be able to work effectively under internal and external pressures including advocacy, differences of opinion, multiple projects, and deadlines.

Responsibility:

This is a highly responsible position reporting directly to the SOC Grant Director for Youth Services with need for ability to work independently. The incumbent must be trustworthy as they are responsible for meeting with family members, participants and providers to gathering, analyzing, and disseminating information on children's mental health and addiction issues and serving as a representative from DMHA in the community.

Personal Work Relationships:

Positive working relationships with DMHA leadership, co-worker, participants, advocates, providers of services, and other stakeholders is essential. The individual must be able to work with people to achieve mutually identified goals. Integrity, dependability, leadership skills, and ethical behavior are extremely important.

Physical Effort:

Normally seated, standing or walking at will. Requires no more than normal physical abilities such as visual or hearing acuity, color perception or muscular strength and stamina. Requires some bending and lifting.

Working Conditions:

Standard office environment. Adequate lighting, heating and ventilation. Exposed to normal weather changes when traveling.