Diversified Care Management
Job Description
For
Systems Integration Specialist

Incumbent(s): Vacant
Department: Allegheny County Department of Human Services
Division: Integrated Program Services
Location: 810 River Avenue, Suite 230B, Pittsburgh, PA 15212
Reports To: Integrated Engagement Practices and Assessments Manager (Robin Orlando)

Summary

The Systems Integration Specialist is a member of the Allegheny County Department of Human Services (DHS) Integrated Program Services, supporting the efforts of DHS Senior Management Staff and the Director. The incumbent develops and implements strategies to enhance meaningful use of assessments and engagement practices as the family, program and system levels. This includes the utilization of a trauma-informed approach as it relates to DHS clientele and staff. The incumbent works to promote and enhance collaboration and communication among DHS offices and providers in order to maximize efficacy of said strategies and to promote systems integration.

Responsibilities of this position also includes training/TA support and providing quality assurance as it relates to the implementation of the DHS Common Assessment. Local and distant travel as required.

Essential Duties and Responsibilities

- Develops and tests strategies to support system transformation.
- Assists with the development and implementation of a plan to incorporate a trauma-informed approach relates to the Common Assessments and other DHS practices.
- Assists with the development and implementation of a continuous quality improvement plan with the implementation of CANS, ANSA and FAST across DHS and its contracted providers.
- Supports the implementation of the CANS Comprehensive, ANSA and FAST across DHS, system partners and community members in Allegheny County.
- Provides ongoing training and technical assistance regarding the CANS, ANSA and FAST to providers and internal DHS staff.
- Assists in the coordination and implementation of cross-system and DHS-wide training initiatives as identified.
- Submits quarterly and annual reports as needed for the various initiatives taking place within the Executive Office.
- Collaborates with DARE on various quality assurance/evaluation projects as identified.

The duties and responsibilities of this position are subject to change based on needs/priorities established by the Director of the Allegheny County Department of Human Services.

Supervisory Responsibilities

This job has no supervisory responsibilities.
Additional Responsibilities

From time to time the employee will be required to perform additional tasks and duties as required by the employer.

Knowledge, Skills and Abilities

- Effective skills and knowledge in the area of policy and practice implementation.
- Up to date knowledge in the area of trauma-informed human services.
- Knowledge of Common Assessments.
- Knowledge of the early childhood system.
- Strong presentation skills.
- Ability to train and communicate with multiple and diverse audiences.
- Experience developing curriculum and training objectives.
- Ability to work independently on multiple tasks with minimal supervision.
- Knowledge of adult learning principles.
- Strong organizational skills.
- Knowledge of program evaluation techniques, sound data collection practices and a basic understanding of statistical analysis.
- Effective interpersonal skills, both oral and written, including presentation development and delivery skills.
- Computer and software application experience with a proficiency in Microsoft Office software (PowerPoint, Word and Excel).
- Ability to work in a team-oriented environment.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, consistent with applicable law.

Education/Experience Requirements

Master's degree in human services or a related field, plus 1 year of experience.
- OR-
Bachelor's degree in human services or a related field, plus 3-5 years' experience.
- OR-
Any equivalent combination of education and experience which meets the required knowledge, skills and abilities.
- AND-
Experienced trainers and/or familiarity with the CANS Comprehensive is preferred.

Certificates, Licenses, Registrations

Act 33 and 34 clearances.
- AND-
Valid driver's license and access to a reliable vehicle and/or access to public transportation in order to travel for required trainings and/or meetings within the community.