

In Custody Program Coordinator-CalAIM

Salary

\$95,326.40 - \$115,876.80 Annually

Description

DEFINITION

Under general direction, coordinates, plans, develops, and evaluates the functions as it relates to the California Advancing and Innovating Medi-Cal (CalAIM) Program within a locked facility with incarcerated individuals and in the community; oversees; ensures program is evidence-based, evaluated for effectiveness through pre-determined performance measures, and in compliance with applicable policies and procedures, statutes, standards, legal mandates, and court orders; leads program development, data collection, and grant writing; and establishes partnerships with community organizations, county departments, law enforcement agencies, and other legal organizations to coordinate and enhance transition opportunities for CalAIM in-custody clients.

DISTINGUISHING CHARACTERISTICS

The CalAIM In-Custody Program Coordinator is a single-position class responsible for coordinating and administering a variety of programs and services related to CalAIM. Incumbents exercise independent judgment in planning and organizing program services. This class is allocated only to the Sheriff's Office and reports to a Correctional Lieutenant or higher-level position. Additionally, this position supervises professional and program-level staff and supports the Sheriff's Office in its strategic efforts to expand the use and availability of evidence-based programming and services to qualified CalAIM in-custody clients.

This class is distinguished from the In-Custody Program Coordinator in that the latter directs programs and services related to rehabilitation and recidivism reduction for inmates and offenders sentenced in Yolo County, whereas the CalAIM In-Custody Program Coordinator coordinates programs and services specific to the CalAIM program.

Essential Functions

Duties may include, but are not limited to, the following:

- Oversees the CalAIM in-custody 90-Day pre-release services, including creating a comprehensive and expansive program and integrated reentry strategy with the Sheriff's Office executive team, local law enforcement, and community partners; participates on local, regional, or state committees and task forces to interpret and exchange information and to assure cooperation in achieving program goals; monitors goals and objectives; analyzes programmatic updates for quality assurance, quality improvement, and best practices; identifies opportunities for improvements to existing programs, service delivery methods, procedures and

resource needs; submits requests for approval for improvements as needed/required; and develops mechanisms for ongoing community input.

- Leads the development, implementation, and oversight of CalAIM in-custody 90-Day pre-release treatment programs; develops and implements program goals, objectives, and local policies, procedures, workflows, and quality standards tailored to the correctional environment that impact access to services for CalAIM in-custody clients; improves access to care and clinical coordination for the incarcerated population; provides input on community and population-based issues for planning, development, and deployment of any outreach activities; develops educational and outreach materials on a variety of CalAIM in-custody-related topics; and supports professional development initiatives to build clinical and operational competency.
- Coordinates maintenance of community resource re-entry inventory; ensures that the inventory list of community resources is current and applicable to program needs; oversees in-custody client assessments, referrals, care plans, eligibility determinations, and Emergency Medical Services (EMS)/Community Supports (CS) enrollment process; coordinates services with custody staff, nurses, mental health, reentry, discharge planners, and other interdisciplinary teams; responds to client concerns, feedback, and complaints, ensuring excellent customer service within custody constraints.
- Identifies and participates in strategic state and/or local county initiatives, collaboratives, and efforts that will contribute to shared learning and advancement of the use and accessibility of evidence-based programming to CalAIM in-custody clients; establishes clear, consistent, and regularly reported performance measures for organizations and providers proposing CalAIM in-custody programs; stays abreast of new legislation, trends, and innovations to provide subject matter analyses and evidence-based program, policy, and procedural recommendations that meet or exceed all state and federal mandates.
- Facilitates program and/or grant budget development and maintenance including securing facilities, equipment, and materials needed for CalAIM program operations; monitors and approves the unit's budget and expenditures; provides input about program funding needs and formulates strategies to obtain funding; leads, initiates, and/or collaborates with other departments to write, review, and/or submit grant proposals; supports budget development, grant writing, and resource planning for CalAIM in-custody treatment programs; develops financial workflows to ensure accurate claims submission, reconciliation, and billing compliance for EMS and CS; and monitors account receivables, unpaid claims, no-shows, productivity, and similar indicators to optimize financial performance.
- Plans, prioritizes, recruits, selects, trains, assigns, supervises, schedules, evaluates, and participates in the work of CalAIM program-level staff, consultants, and contractors responsible for technical support of the assigned program

- activities; ensures staff receive ongoing direction, training, and clinical support needed to perform case management, treatment, documentation, and coordination tasks; establishes standards for acceptable work products, recognizes accomplishments, works with employees to correct deficiencies; reviews, approves, and implements discipline and termination procedures.
- Builds and maintains collaborative advocacy, advisory, and supportive, working relationships with community groups and representatives and other service units or agencies to support CalAIM in-custody treatment continuity and post-release linkages; plans, attends, and participates in professional group meetings and community /regional events as the Sheriff's Office and/or county's spokesperson and/or liaison between the Sheriff's Office, managed care plans (MCP) community-based organizations (CBOs), county behavioral health, public health, probation, other agencies and partners.
 - Ensures program compliance with CalAIM requirements, Department of Health Care Services DHCS guidance, MCP contracts, Title 15 standards, hospital information systems (HIS) requirements, and other applicable legislation, laws, and regulations; manages contract compliance with providers; conducts research, program evaluations, and statistical analyses to monitor outcomes and identify system gaps; monitors provider performance to ensure that contracted services meet the needs of incarcerated populations; and makes evidence-based recommendations for improvement.
 - Oversee accurate data collection, documentation, reporting, briefing materials, and performance metrics on operations and activities for internal and external stakeholders; prepares required reports for leadership and oversight agencies; keeps department leadership informed regarding program status, emerging issues, risks, and accomplishments; assists with policy and procedure development to maintain alignment with MCP contracts, DHCS regulations, and county requirements.
 - Performs related duties as assigned.

Employment Standards

Education: Bachelor's degree from an accredited college or university, preferably with a major in Business Administration, Criminal Justice, Behavioral/Social Sciences, Social Work, or related field; **AND**

Experience: Five (5) years of professional-level experience administering the delivery of health, mental health, and/or social services programs for in-custody or underserved and/or disadvantaged clients.

Substitution: A master's degree in a related field may substitute for one (1) year of experience.

License: This class requires the incumbent to possess and maintain a valid California driver's license, Class C or higher, to carry out job-related duties. Individuals who do not meet this requirement due to a physical or mental disability may request reasonable accommodation.

Knowledge & Ability

Knowledge of:

- Principles, procedures, strategies, and practices of program development, administration, and management
- Federal, state, and local laws, codes, and regulations related to assigned programs, functions, principles, and practices of evidence-based and evidence-informed treatment programs
- Research and design, including data analysis, performance measurement, and evaluation methodologies for health and re-entry
- Principles and practices of supervision, discipline, leadership, team building, organization, mentoring, conflict resolution, and/or training
- Principles of program budgeting, including public and private funding sources, cost analysis, and fiscal management, including funding sources and basic marketing and community program promotion; resources and functions of community organizations
- English composition, spelling, grammar, and punctuation for both written and oral communications
- Public sector grant and contract development, administration, compliance monitoring, and funding acquisition strategies
- Advocacy that prioritizes the empowerment of in-custody and underserved and/or disadvantaged clients and communities, including, but not limited to, self and community advocacy, leadership development, and other capacity-building activities

Ability to:

- Select, supervise, evaluate, train, and develop staff; organize and manage the work of others; investigate and resolve conflicts and disciplinary issues
- Plan, manage, and complete complex work assignments; evaluate program effectiveness and make modifications as needed
- Communicate clearly and concisely, both verbally and in writing, including professional report writing, data presentation, and preparation of administrative and statistical analyses
- Work independently or with a culturally/ethnically diverse team
- Maintain confidentiality, accurate documentation, records, and information per pertinent laws and regulations, exercise discretion in handling Criminal Justice and other confidential information
- Analyze complex data and translate findings into program and operational improvements Design and prepare promotional programs and public information materials

- Represent the Sheriff's Office or County in a professional and culturally competent manner
- Implement relationship-building strategies, particularly with underrepresented communities or groups, including being sensitive to social, economic, and cultural differences
- Use modern office equipment and related software applications to perform work activities
- Work effectively in a locked facility with the Justice-involved community in a manner that does not result in harm to the client or incumbent

Environmental & Functional Factors

The incumbent in this class is generally expected to work in an office setting, potentially under volatile conditions. The incumbent completes work either alone or closely with others. The incumbent is required to communicate verbally with coworkers, community leaders, and clients both in person and on the phone, and occasionally responds to stressful situations in a calm, professional manner. The position may be required to work in a locked facility and may require interaction with hostile and/or aggressive individuals suspected of committing and convicted of violent crimes. The incumbent is required to travel independently to meet with Department personnel and/or inmates at the County detention facilities, attend meetings with community organizations, etc. The incumbent may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

Medical Class

This class includes administrative or clerical positions requiring light physical effort, which may include frequent lifting, carrying, pushing, pulling, and moving of objects up to ten (10) pounds and occasional lifting of up to twenty-five (25) pounds. Positions perform mostly sedentary office work and may sit for extended periods of time; may require the ability to stand, bend, stoop, and/or squat occasionally. The ability to place or retrieve items at below waist level may be required. Additionally, the positions require manual dexterity, visual acuity, depth perception, and eye-hand coordination to use a variety of office equipment, prepare and analyze data and figures, transcribe, view computer terminals, read, and operate a motor vehicle.