



EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

EOA # 2020-53

EOA DATE: March 4, 2020

REPLY BY: April 3, 2020

TITLE: Special Assistant

NUMBER OF POSITIONS: 1

SALARY GRADE: NS

SALARY: \$99,415 - \$125,629

JURISDICTIONAL CLASS: Exempt

NEGOTIATING UNIT: Management Confidential (M/C)

OFFICE/REGION: Office for People With Developmental Disabilities / Central Office

DIVISION/DEPARTMENT: Division of Service Delivery / Regional Office

LOCATION: 44 Holland Avenue
Albany, NY 12229

TRAVEL PERCENTAGE: 10%

POSITION DESCRIPTION:

The New York State Office for People With Developmental Disabilities (OPWDD) is seeking a creative, innovative leader who is capable of executing strategic decisions to serve as Statewide Liaison for the Willowbrook Class individuals. This position serves at the pleasure of the Commissioner of OPWDD. OPWDD Statewide Liaison for the Willowbrook Class individuals is responsible for collaborating with Willowbrook attorneys and the Consumer Advisory Board as well as overseeing the complex provisions of the Consent Decree (CD) and Permanent Injunction (PI) including the ongoing evaluation of state policies to assess compliance requirements of the PI and to propose modifications as necessary. In addition, the Statewide Liaison provides direction and guidance on all aspects of the Willowbrook Consent Decree and Permanent Injunction and its related policies and procedures to 12 regional Willowbrook Liaisons in their daily ongoing responsibilities. The Statewide Liaison is available to them to troubleshoot, make recommendations and provide technical guidance on policies and corrective actions on all areas relating to the Permanent Injunction.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Act as OPWDDs Statewide Liaison for the Willowbrook Class individuals regarding court ordered entitlements that relate to their health and safety. Including but not limited to:
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- Protection from Harm
- Active Representation
- 1:20 ratio equivalents for care management
- Collaborate with Willowbrook attorneys and the Consumer Advisory Board.
- Communicate with parents and advocates.
- Oversee the complex provisions of the Permanent Injunction.
- Provide and Coordinate training of DDRO/DDSOOs, Coordinated Care Organizations (CCOs) and providers of services regarding the entitlements under the Permanent Injunction.
- Ensure implementation of due process and other court ordered notification to the Willowbrook parties.
- Assess the needs of class members in Nursing Homes in order to provide the supports and services required to return to their community homes.
- Chair regularly scheduled and other meetings with the Willowbrook parties and the Commissioner of OPWDD.
- Assist OPWDD Counsel's Office in managing the information needed to negotiate an end to the Long Form Audit of Willowbrook entitlement.
- Implement OPWDD initiatives, systems changes including the future transition to managed care, while ensuring the entitlements of the Willowbrook class are protected.
- Coordinate compilation of information pertaining to Willowbrook class members.
- Provide daily guidance to 12 DDRO Willowbrook Liaisons regarding all issues with Willowbrook class members.
- Prepare and manage reports including but not limited to two mandated reports:
 - Quarterly Case Load Reports
 - Semi-annual Final Accounting Reports.

PREFERRED QUALIFICATIONS:

Experience with the developmental disabilities service system, knowledge and experience of public and/or private sector programs, services and state regulations are required. Specific knowledge and/or experience working with or advocating on behalf of the Willowbrook Class is preferred. Highly developed organizational and communication skills, both written and oral are essential. Must be able to communicate clear, complex messages at all levels of the organization consistently, accurately and in a timely manner.

APPLICATION PROCEDURE: Submit cover letter and résumé by **April 3, 2020** to:

Attn: Danielle Schittino
 OPWDD Human Resources
 44 Holland Avenue
 Albany, NY 12229
 Phone: 518-473-4785
 Fax: 518-474-9902
 E-Mail: opwdd.sm.COrecruitment@opwdd.ny.gov

Please reference the above EOA #2020-53 in all correspondence.

Please note:

- Preference will be given to OPWDD employees impacted by closures. If you are being impacted by closure, please indicate this on your resume/cover letter.
- In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid and Medicare exclusion lists (or excluded from any other Federal or Federally assisted program). If you are appointed and subsequently listed as an excluded individual or entity on any of these lists (or excluded from any other Federal or Federally assisted program), you may be terminated from your employment.
- OPWDD is an Equal Opportunity/Affirmative Action Employer.