

**NON-SECURE PLACEMENT  
STAFF TO BE HIRED BY SEPTEMBER 2012**

<b>Division</b>	<b>Position</b>	<b>Number to be Hired</b>	<b>Role</b>
DYFD	Program Director, Placement and Permanency Services	1	Oversee and manage intake and assessment team and movement control and communications unit.
DYFD	Special Assistant, Placement and Permanency Services	1	Coordinate activities and special projects across units of Division of Youth and Family Development.
DYFD	Administrative Assistant -- Placement and Permanency Services	2	Provide administrative support for placement and permanency unit.
DYFD	Crossover Youth Specialist	3	Compile and coordinate arrest information of justice-system involved youth to determine cross-systems youth; review arrest history, agency history, and facilitate cross divisional notification and cooperation to track youth. Collaborate with ACS staff to identify child welfare related barriers that could increase a youth's stay in non-secure placement. Provide support and technical assistance to placement and permanency unit regarding needs of cross-systems youth.
DYFD	Alternative to Placement Specialist	1	Assess and identify court-involved youth to determine eligibility for ACS alternative to placement programs and services. Coordinate and collaborate with and assist intake and assessment specialists in completing assessments of placed youth.
DYFD	Movement control and communications specialist	4	Responsible for tracking all youth in system and maintaining incident data base.
DYFD	Director of Field Operations	1	Provide on-site program support and crisis management assistance to providers across non-secure placement system.
DYFD	Administrative Assistant -- Intake and Assessment	1	Provide administrative support for intake and assessment team.
DYFD	Non-secure placement School Liaison	2	Provide on-site program supervision and support for NSP youth, NSP program staff and DOE staff at District 79 schools.
DYFD	Personnel Analyst/Liaison	1	Assist in the development and deployment of a recruitment program to hire competent responsible staff to support juvenile justice services; develop and oversee internship program and coordinate internal agency personnel processes.
Admin	Personnel Analyst	1	Responsible for facilitation of personnel actions related to Close to Home.
Admin	Procurement Analyst	1	Responsible for handling processing of requests for proposals and negotiated acquisitions related to Close to Home.

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Admin	Software Developers	3	Responsible for programming and modifying new and existing MIS systems for use by Close to Home staff, database development and report design.
Admin	Computer programmer	1	Provide support to build and modify MIS systems, including: business analysis, testing and documenting.
DPPM	Policy writer	1	Support development, writing and dissemination of policies and procedures for juvenile justice programs.
DPPM	Director of Program Development	1	Program development will be developing a large new program area for all Close to Home programs. Responsible for overseeing work of policy and program development units. Reviews all policies and provides oversight of all program development and monitoring of new programs.
DPPM	Program Development	1	Program development will be developing a large new program area for all Close to Home programs. There is currently no staff within Policy and Planning with specialized skills and knowledge to manage this juvenile justice and evidence based work, therefore a Deputy Director is needed to lead current staff. The Deputy Director will lead staff on Juvenile Justice Placement program development. Since we will be relying on a small staff with experience primarily in traditional child welfare policy and program development to do this work, staff need leadership with juvenile justice program experience to provide training and support.
DPPM	Program Development	1	Program development will be developing a large new program area for all Close to Home programs. There is currently no staff within Policy and Planning with specialized skills and knowledge to manage this juvenile justice and evidence based work, therefore a Deputy Director of Evidence-Based and Preventive Programs is needed to lead current staff. The Deputy Director will be leading staff on evidence-based program development (for example, evidence-based aftercare programs for youth exiting juvenile justice placements). Since we will be relying on a small staff with experience only in traditional child welfare policy and program development to do this work, it is imperative that there is leadership with evidence-based program experience to train and support them.

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DPPM	Quality Assurance Evaluator	1	Will be responsible for evaluating non-secure and limited secure placements for adherence to standards of care outlined in Juvenile Justice Quality Assurance Standards. The Quality Assurance Evaluators will utilize a tool to collect qualitative and quantitative data about performance of NSP provider agencies and will interview providers, ACS staff working with the providers, review incidents, and interview youth to collect qualitative data about the performance of the NSP provider agencies.
DPPM	Quality Assurance Analyst	3	Develops quality assurance tools, runs reports and aggregate qualitative data for the program evaluators to use with NSP providers to improve performance.
Education Unit	Agency Attorney	1	Provide advice, technical assistance and support to NSP provider agencies and Placement and Permanency Specialists on education-related legal issues.
FCLS	Legal Case Assistant	2	Liaise with Placement and Permanency Unit staff and other stakeholders, including the Court; assist with the preparation of petitions and affidavits; respond to inquiries of clients and stakeholders; and assist with data requests.
DFS	Deputy Director	1	Oversee and manage reporting related to juvenile justice budget activities. Work with Budget, Claiming, Payment and Audit managers to ensure integration of these activities in DFS and prepare appropriate policies and procedures as required. Supervise budget analysts.
DFS	Claims Analyst	1	Research and verify expenses for Close to Home programs and claim to as appropriate. Track incoming revenues and ensure that ACS accounts are accurate.
DFS	Payment Supervisor	1	Oversee staff responsible for reviewing and processing payments related to Close to Home services. Work closely with DFS staff and providers to ensure timely and accurate payments.
OGC	Agency Attorney - - Legal Counsel	1	Research ongoing issues surrounding residential placement; act as liaison for Law Department/outside counsel in defending class action suits and other significant litigation challenging ACS' systemic practices relating to Close to Home.
OGC	Agency Attorney - - Business Law	1	Review and advise on procurement and contract management issues related to potential corrective action measures, contract modifications and contract terminations. Serve as liaison to Law Department and DCAS in connection with all Close to Home contracts, commercial law, and facility related issues and litigation matters.

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OGC	Paralegal Aides – Office of General Counsel	2	Review anticipated Requests for Proposals and other procurement materials related to Close to Home. Assist with drafting agreements for Close to Home. Manage complex surveys and studies of organizational and operating issues and make recommendations to management to obtain optimum efficiency in the utilization of staff; determine need and scope for contractual services and work with the Office of Procurement to define the scope of such services and to valuate appropriate vendors. Manage aspects of the preparation and administration of budgets. Plans and manages activities of subdivision employing staff engaged in contract management tasks related to NSP provider agencies.