

## **AHS Director of Trauma-Informed Systems**

**Job Code:**

**Pay Plan: Classified**

**Pay Grade:**

**Occupational Category: Human Services**

**Effective Date:**

**Class Definition:**

Managerial, administrative, and policy development work for the Agency of Human Services involving the development and implementation of trauma-informed systems for all aspects of state government. A primary focus area is implementation of Act 45 – An Act Relating to Restructuring the Agency of Human Services,”(May 2003). That act stated that “Service delivery systems should recognize the prevalence of the many kinds of trauma, including psychological trauma, and agency staff and service providers should be trained to ensure that client interactions are respectful and sensitive to trauma” (Section 2 (12)). Create culture within AHS and its service providers and partners that recognizes impact of trauma on employees and service recipients alike. Develop strategies to prevent trauma; promote prenatal- and family- wellness; and broadly provide evidence-based and “promising-practice” treatment services for those with existing trauma.

Duties include policy development, implementation and coordination of AHS partners across state government, including grant recipients and contractors; and trainings for AHS, grants management and program evaluation. Work is performed under the direction of the Secretary of the AHS with significant latitude for independent initiative. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

**Examples of Work:**

Supports development of consistent data sets across agencies. Develops strategies and processes to optimize the use of existing data, resources and quality assurance/improvement activities within state government and external stakeholders (e.g., contracted provider organizations).

Participates in the planning, development, implementation and administration of a comprehensive and coordinated delivery of trauma-informed policies. Develops strategies for implementation of trauma-informed policies. Works with AHS department commissioners and directors to monitor implementation of the AHS trauma-informed policy. Re-establishes and leads the AHS Trauma Steering Committee. Leads the Child & Family Trauma Workgroup.

Participates in the planning, development, implementation and administration of a comprehensive and coordinated delivery of trauma-informed trainings, treatment resources and referral systems and current best-practices.

Liaises with Agency of Education on trauma-informed systems work and supports trauma-informed training work in schools. Supports development of evidence-based trauma screening and referral systems in appropriate settings, such as, but not limited to; health care settings, education systems, home visitation and early childhood programs.

Liaises with the legislature to support trauma informed policy development.

Liaises with the Blueprint for Health to support integration of trauma-informed principles and advises on screening and referral systems for patients identified with childhood trauma. Provides statewide consultation to increase awareness of childhood trauma and its impacts on health and well-being. Supports development of community partnerships to improve access to trauma treatment.

Liaises with non-state agency partners and stakeholders across Vermont to build a multi-stakeholder, coordinated, statewide response to trauma, including prevention, intervention and education.

Coordinates grants awarded to AHS trauma initiatives, which includes the following: coordinating, facilitating and implementing planning activities, including developing and implementing a plan for engaging and facilitating stakeholder participation; coordinating the development of operational plans; managing day-to-day project work; ensuring compliance with grant timelines; preparing reports and disseminating findings; convening and providing staff support for grant committees. Performs related duties as assigned.

**Environmental Factors:**

There may be need for travel around the state, so private means of transportation is required. Some work outside of normal working hours may be required. Significant amounts of skill and perseverance are needed to build consensus across a variety of perspectives and opinions.

**Minimum Qualifications**

**Knowledge, Skills and Abilities:**

Considerable knowledge of psychological trauma, its origin and long-term impacts

Considerable knowledge of evidence-base prevention and interventions to address trauma

Knowledge of health care practices and service systems

Ability to identify and prioritize the most important aspects of health care service delivery in terms of trauma-informed principles

Ability to work with multiple levels of staff and external stakeholders to facilitate cooperative and integrated working relationships and products

Ability to develop and apply program evaluation tools and use data to improve performance

Ability to design and integrate multiple projects and priorities at an agency-wide level

Excellent communication skills, both orally and in writing, for a variety of venues and formats

Considerable ability to work and make decisions independently

Considerable experience and expertise with project management

Working knowledge of pertinent research; evidence-based and best-practice responses to and prevention of psychological trauma

Excellent organizational skills and ability to balance many competing demands and urgent matters

Ability to provide leadership and accountability within the framework of the four key practices of the Agency of Human Services: customer service, holistic service, strengths-based relationships and results orientation

**Education and Experience:**

Education: Bachelor's Degree

Experience: Six years of experience as a program administrator in human services or health services where the activities included at least two of the following: program evaluation, quality improvement projects, project management and data analysis. Working knowledge of trauma-informed systems and of the impact of psychological trauma.

OR

Education: Master's Degree

Experience: Four years of experience as a program administrator in human services or health services where the activities included at least two of the following: program evaluation, quality improvement projects, project management and data analysis. Working knowledge of trauma-informed systems and of the impact of psychological trauma.

OR

Education: Doctoral Degree

Experience: Two years of experience as a program administrator in human services or health services where the activities included at least two of the following: program evaluation, quality improvement projects, project management and data analysis. Working knowledge of trauma-informed systems and of the impact of psychological trauma.

**Special Requirements:**

Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

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