

**REGIONAL CENTER OF THE EAST BAY**  
**Job Description**

**POSITION TITLE: HCBS Specialist**

**SALARY RANGE: \$2,366.55 - \$3,171.41 Bi-weekly**  
**\$61,530.30 - \$82,456.66 Annual**

**REPORTS TO: Director, Community Services Department**

**LOCATION: San Leandro**

**Summary of the Position:**

Under general direction, this position is responsible for providing outreach and training to all residential and non-residential services, as well as to individuals, families, RCEB staff and community partners regarding the Centers for Medicaid and Medicare Services (CMS), Home and Community Based Services (HCBS) Settings Final Rule. This position will provide knowledgeable guidance to ensure that all services and supports are provided in ways that meet the standards as outlined in the Final Rule. This position will also act as the central point of contact for Agency staff and its community partners and will have expertise in the primary areas impacted by the Final Rule and will oversee and assist providers with meeting the compliance deadline of March 2019.

**Duties:**

1. Develop, implement, evaluate and modify as necessary, all HCBS transition activities for RCEB.
2. Facilitate completion of provider self-assessments.
3. Work proactively and ongoing with the provider community to identify changes in existing RCEB programs that must be made in order to be in compliance with the Final Rule.
4. Determine which programs may qualify for "Heightened Scrutiny".
5. Collect, maintain and disseminate data as required regarding all HCBS Final Rule activities to RCEB staff and community partners.
6. Assess for and report on any unmet service needs or additional service development that maybe necessary to supplant or supplement existing services affected by the Final Rule.
7. Establish effective communication and team work with all RCEB case management, resource development, vendorization, quality assurance staff, as well as all outside agencies including licensing and the Department of Developmental Disabilities (DDS).
8. Review and submit proposals submitted to RCEB by service providers seeking funding from DDS to implement program changes in order to ensure compliance.
9. Develop and conduct training within the regional center and for service providers regarding the CMS Final Rule.
10. Other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

1. Master's degree in education, social work or a human services field. A minimum of four years of experience providing case management to individuals with developmental disabilities or providing quality assurance or conducting resource development to the provider community for regional center.

OR

2. Bachelor's degree in education, social work or a human services field, and a minimum of six years providing case management services to adults with disabilities or providing quality assurance or conducting resource development to the provider community for regional center.
3. Knowledge of the HCBS Final Rule and how it applies to the Regional Center system of services and the individuals served by RCEB.
4. Knowledge of Title 17 and 22 as it relates to the provision of quality services to the individuals served by RCEB.
5. Ability to communicate clearly and concisely in both verbal and written form.
6. Excellent organization and the ability to conduct presentations and training to service providers, community partners and internal staff.
7. Ability to analyze data and utilize computer software including but not limited to Powerpoint and Excel.
8. Ability to formulate and implement project goals and objectives within timelines.
9. Automobile and valid driver's license.