

Los Angeles
County



Human Resources
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ASSISTANT DIRECTOR, ADULT PROTECTIVE SERVICES

Applications accepted from October 15, 2024 until filled.

THE COUNTY OF *Los Angeles*

The County of Los Angeles serves a demographically and geographically diverse population of more than 10 million residents. Employing over 100,000 employees in 38 departments who work in roles as broad as law, civil engineering, public safety, healthcare, and human services, the County operates with an annual budget of over \$46 billion for the fiscal year 2023 - 2024. The County is a Fair Chance employer, committed to diversity and inclusiveness in its workforce. It is a culturally diverse economic and cultural hub, driving major elements of the national and world economies. It is the center for arts, media, and entertainment – unlike anywhere else in the world.

Aging and Disabilities Department

The Aging and Disabilities Department is committed to building age-friendly, inclusive, and accessible communities, while ensuring the safety and wellbeing of older and dependent adults. The department has oversight over the following:

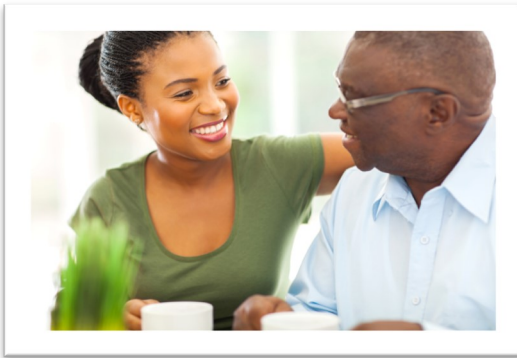
Adult Protective Services: Adult Protective Services (APS) is a 24/7 crisis intervention social services program investigating suspected abuse and neglect of older and dependent adults. APS social workers investigate cases of abuse, neglect or exploitation, working closely with a wide variety of allied professionals such as physicians, nurses, paramedics, firefighters and law enforcement officers.

Area Agency on Aging: The federal designated Area Agency on Aging (AAA) administers programs that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the County. These services are provided by a network of community-based contracted agencies. The Los Angeles County AAA is one of 33 in California.

Community and Senior Centers: Community and Senior Centers offer a wide range of services and social activities for our local communities. Our Centers provide opportunities for daily learning, skills enhancement, community engagement, socialization, and healthy living for residents of all ages.



Aging and Disabilities Department continued...



Disability Programs: The Disabilities Programs serve to develop and implement supportive services to meet the needs of adults living with a disability. These services are provided in partnership with community-based agencies. An example of this is the Aging and Disability Resource Connection that will provide a single more coordinated system for people seeking reliable information and access to Long-Term Services and Supports, by building community partnerships, using a person-centered approach, and reducing the number of barriers for

accessing services. This "No Wrong Door" system will enable people of all ages, incomes, and disabilities to connect with service options in the community.

Purposeful Aging Los Angeles (PALA): The Purposeful Aging Los Angeles initiative (PALA) is a groundbreaking partnership of the City and County of Los Angeles, AARP, private sector entities and universities, and other cities. This strategic partnership was formed to prepare the region for the dramatic demographic growth in the older adult population. PALA's vision is to make the Los Angeles Region the best place to grow old in the world.

Commission on Disabilities: The Commission on Disabilities is charged by the Board of Supervisors to advise on a range of issues affecting the lives of people with disabilities and of actions that can be taken to achieve a barrier-free County where people with disabilities have equal access to programs and services. The Commission and its committees focus on issues of health, employment, education, transportation, access, and recreation. They also monitor the quality of municipal services, evaluate policy, and recommend improvements to existing laws. The Commission's mission statement is, "To advocate and represent the best interest of people with disabilities, promote equal access to all County resources and services, and lead a barrier free environment to an independent community life and activities. The Commission works to promote inclusion, provides educational opportunities, and champions the needs of all."

Commission for Older Adults: The general purpose of Los Angeles County Commission for Older Adults (LACCOA) is to advise the Area Agency on Aging (AAA) on the development, implementation, and evaluation of the local Area Plan for Program Service Area (PSA) 19. The Commission serves to preserve and enhance the general well-being of the older adults living in Los Angeles County, increase awareness of the Board of Supervisors regarding issues, conditions and needs that face older adults and their family caregivers of Los Angeles County, and make recommendations as to how adverse conditions might be remedied. The Commission also ensures that the Board of Supervisors is aware of the many contributions made by Los Angeles County's older adults.



The Assistant Director *Position*

The Assistant Director of Adult Protective Services Branch reports directly to the Chief Deputy Director, with the responsibility for implementing the vision of the Department and achieving organizational outcomes by developing and leading programs, initiatives, and systems related to services that meet the growing needs of an aging population. This position is also responsible for facilitating critical, mission-driven outcomes.

The Assistant Director develops and maintains a culture where employees are enthusiastically engaged and there is trust at all levels of the organization. This person provides organizational leadership, identifies, and resolves barriers to the success of initiatives/programs and collaborates with other members of the executive team. The Assistant Director also provides effective and inspiring change management leadership for innovative, inclusive, accessible and age-friendly initiatives and practices that drastically improve outcomes for the various populations we serve. The Assistant Director leads subordinate managers in data management and analysis to drive performance and data-driven decision making across the Department.

The Assistant Director and team also spearhead a wide-range of relationships and partnerships with State/federal agencies, County departments, community-based organizations and a variety of external stakeholders that are critical to the success of programs and initiatives. Among the critical partnerships is support of Adult Protective Services, Aging Network, Community Services, and the initiatives mentioned above.

The Ideal Candidate

The chosen candidate will have a track-record within the protective services and human services fields of achieving organizational outcomes and improving organizational effectiveness in a complex, innovative/high growth organization within the public or private sector. The candidate will have five years of leadership experience driving and influencing organizational strategy, a record of leading organizational growth, strong budget management experience, and knowledge of various funding streams including Adult Protective Services, Older Americans Act, Mental Health Services Act, California Medi-Cal, and IHSS.

Ideal candidates will be highly analytical and strategic with a creative and hands-on leadership style, as well as possess demonstrated capacity to manage and lead large teams, to connect with others on an individual level, and to develop, empower and train staff. This person will also have strong project management, verbal, writing and communications skills. The successful candidate will lead the largest APS program in California that will implement cutting edge services and supports, while addressing the needs of a large workforce comprised of managers, supervisors, and social workers stationed all over the County of Los Angeles.

Assistant Director Role

Under executive administrative direction, the Adult Protective Services (APS) Assistant Director will oversee the program's diverse array of daily functions, as well as assist with the oversight of high-level program development to address continually evolving programmatic needs. This position will be responsible for ensuring effective day-to-day operations, creating systems to improve efficiency and accountability, and providing supervision and oversight for complex cases involving elder and dependent adult abuse. This position will also be responsible for advising, counseling and guiding and directing the development of programs that will address the needs of Adult Protective Services clients all to improve and promote continuous quality improvement and performance improvements for clients.

Qualifying Experience

A Bachelor's degree in Gerontology, Social Work, Business Administration, Public Administration, Human Services, Public Health with a concentration in areas such as Clinical Practice, Programs Administration, Leadership, Health Care Management, or other relevant areas **AND** five (5) years of experience as an executive-level manager or administrator within a comparable human services or social services agency of size and scope, which includes: interpreting/enforcing relevant laws, rules and regulations; responsibility for program planning and development; personnel administration and business operations; and budget/fiscal administration for multi-million dollar budgets and/or contracts. Qualifying experience must also include collaboration with community stakeholders, working with public officials, and full-scope responsibility for managing multiple subordinate managers.

Desirable Qualifications

- A Master's degree in Gerontology, Social Work, Business Administration, Public Administration, Human Services, Public Health with a concentration in areas such as Clinical Practice, Programs Administration, Leadership, Health Care Management, or other relevant areas.
- Demonstrated experience achieving major organizational outcomes through administering federal, state and/or county categorical grants programs, and conducting organizational and community assessment of needs.
- Identifying, developing new programs/services, and linking homeless customers to services and supports that connect them to opportunities and assistance needed to secure housing, and income stability.
- Experience in a supervisory or management capacity in a California Adult Protective Services Program, Children Services Program and or IHSS program.
- Demonstrated experience improving programmatic and operational effectiveness using new and/or emerging technologies and funding streams.
- Experience in directing and/or developing strong strategic planning activities for large, complex organizations.
- Extensive experience managing responsive, customer-centric, and outcomes driven programs serving older adults, family caregivers, and adults with disabilities.
- Experience developing and implementing integrated, partnership-driven services in collaboration with other stakeholders such as departments, agencies, community groups, businesses, private organizations, and the public.

COMPENSATION

\$152,556 to \$237,225 annually. Starting annual salary will be dependent on qualifications and career accomplishments. This unclassified position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP), and is compensated at MAPP Range of R13.

How to Apply

Please go to <https://bit.ly/4gZMybj> to create an online profile and submit your application, cover letter, resume, degree verification, and three professional references.

BENEFITS

The County provides an excellent benefits package that allows employees to choose benefits that meet their specific needs. The package includes:

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- Retirement Plan – The successful candidate will participate in a defined benefit plan.
- Cafeteria Benefit Plan – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% of the employee's monthly salary.
- Flexible Spending Accounts – In addition to tax-free medical and dependent care spending accounts, the County contributes \$75 per month to the Dependent Care Spending Account.
- Savings Plan (401k) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Deferred Compensation Plan (457) – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- Non-Elective Days – 10 paid days per year with the option to buy elective annual leave days. Annual leave can be used for vacation sick, or personal leave.
- Holidays – 13 paid days per year.
- Vacation – 80 hours of vacation time per year and the option to purchase elective leave of 80 additional hours.



For confidential inquiries, contact:

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