

Executive Director

About the Job

“The Personal Assistance Services Council (PASC) is committed to improving the In-Home Supportive Services Program and enhancing the quality of life for all people who receive and provide In-Home Supportive Services.”

PASC Mission Statement

Organizational Background

The Personal Assistance Services Council of Los Angeles County (PASC) is a consumer-oriented public agency dedicated to protecting and making more livable the lives of seniors and persons with disabilities who are eligible for the In-Home Supportive Services (IHSS) Program. The PASC is one of more than 50 county-based public authorities for IHSS that are mandated by the State of California. The PASC serves the largest population of IHSS recipients in the State--some 140,000 persons who are elderly, blind or disabled and require help to remain in their homes.

Established in 1997 by ordinance by the Los Angeles County Board of Supervisors, the PASC is as an independent organization, separate from the various departments and agencies operated by Los Angeles County. In addition to the specific functions listed below, the PASC is charged with improving the quality and accessibility of IHSS, through consumer-directed and independent provider-based delivery.

The PASC is governed by a 15-member Board. Ten members are appointed by the members of the County’s Board of Supervisors (two each), and five members are appointed by the Director of the County’s Department of Public Social Services. In order to give consumers a strong voice in how the PASC functions, a majority of Board members must be current or past users of IHSS or other personal assistant services. All members must be approved by the Board of Supervisors.

In addition to being dedicated to enhancing the quality of life for all people who receive In-Home Supportive Services, the specific tasks assigned to the PASC include:

- Establishing and operating a central registry of homecare workers, to assist IHSS consumers to find and hire qualified providers.

- Providing orientation and training, advocacy and other support services to both IHSS consumers and their providers, in order to improve the quality of services delivered.
- Serving as the employer of record for providers of IHSS for the purpose of collective bargaining. The PASC works with SEIU, the Union that represents IHSS providers, to achieve a larger goal--to attract qualified providers and stabilize the workforce through better wages, benefits and other forms of support, and thus improve the circumstance of both consumers and providers.

The Position

The PASC is now seeking a new Executive Director. The Executive Director is hired by and reports directly to the governing body, and is expected to provide leadership for the organization by guiding the staff and Board to achieve the goals of the organization. The Executive Director must be knowledgeable about consumer-directed in-home services, and committed to improving the quality and accessibility of services for IHSS recipients. In practice this means working to enhance the IHSS Program and consumer-oriented initiatives, including assuring that the PASC focuses on developing programs that prevent gaps in service that result from consumers' inability to find a provider when they first qualify for services, need to replace a regular provider who is temporarily unavailable, require a replacement for a provider who has been fired or permanently quits, or require in-home help to assure a safe and effective transition from a hospital or nursing facility to homecare.

The Executive Director oversees day-to-day operations of the agency, including hiring of staff, implementation of the agency's programs and services, development of budgets, and monitoring of fiscal operations. She or he also provides staff support for the work of the governing body and its committees, and initiates identification of program and policy issues (again, with particular interest in developing programs and services that enhance consumer-direction). The Executive Director acts as the lead spokesperson and advocate for the organization and its programs, communicating with government agencies, the legislature, and funding organizations in order to enhance service quality and consumers' access to the IHSS Program.

Duties

- Oversee the management of the day-to-day operations of the agency, its programs, fiscal procedures, and relations with the union that represents the independent provider workforce.
- Hire and supervise, or oversee the hiring and supervision, of all staff.
- Work with the Board and staff to identify and address policy issues, including the development of relationships with and education of pertinent policy makers and IHSS consumers.
- Identify and facilitate the implementation of appropriate new programs and services.

- Provide leadership for the evaluation of operations and programs, including preparation of reports requested by local, state and federal entities.
- Provide staff support to and assure the implementation of programs and services approved by the governing body and its committees.
- Oversee the development and management of budgets; pursue funding options and initiate proposals to enhance ongoing services.
- Assure the effective and efficient operation of the central worker registry, including use of appropriate information technology and software.
- Assure the maintenance of appropriate consumer and worker training components.
- Ensure that the activities of the agency are coordinated with other long-term care services and programs.

Skills (The ideal candidate would possess each of the skills and the qualifications listed below)

- Leadership skills and ability to develop innovative solutions to complex problems.
- Understanding of personal assistance services, consumer-directed services, and independent living principles.
- Demonstrated knowledge of and experience working with aging, disability, and culturally diverse populations.
- Understanding of labor principles and ability to engage in interest-based negotiations.
- Working knowledge of the IHSS Program and policy issues related to home and community-based care at all levels of government.
- Knowledge of or experience with worker registries and other in-home services.
- Demonstrated ability to work with Board members and diverse community groups.
- Ability to work independently as well as part of a team.
- Organizational and management skills, including the ability to supervise staff.
- Ability to use computer technology in management, planning and reporting.

Qualifications

- A master's degree in human services, management, or related field, or its equivalent gained through experience.
- Five years experience in a managerial or administrative position with a related social service, health or community service organization.
- English-Spanish bilingual skills a plus.

Compensation

This is a non-civil service position. Competitive salary and benefits to be negotiated,

depending on experience and qualifications of the candidate.

Application Process

Interested parties may send resume, cover letter and salary history by mail to:

Hiring Committee

PASC

4730 Woodman Avenue, Suite 405

Sherman Oaks, CA 91423

Applications should be submitted by April 24, 2009 to maximize the consideration by the Hiring Committee. The position will remain open until filled.

The PASC is an EEO organization and strongly encourages persons with disabilities to apply.

Contact Information:

Hiring Committee

Personal Assistance Services Council of LA County

4730 Woodman Ave.

Suite 405

Sherman Oaks, CA 91423