



The Catalyst Center
2201 K Street
Sacramento, CA 95816

Job Title: Program Analyst

Reports to: Program Manager

Employment Status: 100% FTE

Revised: February 5, 2021

The Catalyst Center leverages connections between research, policy, and practice to inform and lead capacity building efforts amongst service providers across the state of California who work in the fields of child and family services. The Catalyst has over twenty years of experience innovating provider supports, with a team of expert trainers and technical assistance providers in issues areas including: child welfare, behavioral health, education, prevention, juvenile justice, residential care, and foster and adoption care.

The Catalyst services a statewide network of professionals and collaborates with advocates, community-based service programs, national and state organizations, legal, health, and mental health professionals, researchers, and advocates from social justice organizations working to support the health and wellbeing of children and families. The Catalyst offers a rich working environment that includes connecting with inspiring activists and frontline providers, an opportunity to understand the experiences of children, youth, and families, and how all these forces contribute to sociopolitical change and systems transformation.

For more information, visit www.catalyst-center.org.

Responsibilities: The Program Analyst is a dynamic position that will be an integral part of a small staff team who implements projects that help the Catalyst meet its mission. The Program Analyst, under the supervision of the Program Manager, provides counseling, guidance, and technical assistance to providers of Short Term Residential Therapeutic Programs (STRTPs), Foster Family Agencies (FFAs), Transitional Housing Programs (THPs), county placement officials, and others. The Catalyst Center's provider helpline program is a part of the body of statewide supports offered through the organization.

Duties:

- **Program Service Delivery**

- ✓ Review and analyze relevant state-level letters and guidance that inform care standards for Foster Family Agencies and Short-Term Residential Therapeutic Programs, including communications published by the California Department of Social Services, and other relevant guidance from Department of Health Care Services, California Department of Education, and Department of Developmental Services including but not limited to Provider Information Notices (PINs) and All County Letters (ACLs);
- ✓ Respond to helpline inquires via telephonic and email methods, providing technical assistance, expert guidance, and providing warm handoffs to other resources as deemed appropriate;

- ✓ Continue to build upon and maintain the existing resource database around legislative, regulatory, and community-based information that impacts FFA, STRTP and THP providers;
 - ✓ Outreach to FFAs, STRTPs, THPs and other service providers to obtain information about populations served as well as program vacancy information;
 - ✓ Support FFAs, STRTPs and THPs to creatively address and overcome permanency barriers and avoid placement disruption;
 - ✓ Respond to CDSS and county-initiated requests for technical assistance and provider engagement;
 - ✓ Support county placing officials and providers in matching youth with appropriate placements and services, including assistance with brokering additional partnerships to support placement stability;
 - ✓ Support STRTP and Residential Care providers to address AWOL/flight related behavior challenges and re-entry to programming, with a focus on consistency and stability;
 - ✓ Support providers and their partners to ensure children are accessing effective mental health and educational supports during this time that are in line with permanency goals;
 - ✓ Attend program meetings, events, and functions as required;
 - ✓ Participate in capacity building activities to support trauma-informed delivery of services and deepen understanding of current regulatory frameworks for care in these fields;
 - ✓ Provide trauma-informed counseling, support, and referral, referring up to supervisor and/or expert consultants when appropriate; and
 - ✓ Document call content and relevant interventions as appropriate.
- **Agency Support**
 - ✓ Attend staff meetings, as assigned;
 - ✓ Other duties as assigned.

Qualifications:

- **Required Qualifications**
 - ✓ Bachelor of Arts/Bachelor of Science degree or equivalent amount of years in experience. Advanced degree preferred;
 - ✓ Experience as a staff or management position in an STRTP, THP or FFA, or comparable experience;
 - ✓ High level of organization, attention to detail, and ability to manage multiple projects concurrently;
 - ✓ Strong ability to take personal initiative, work both independently and as a team member, collaborate and coordinate with others;
 - ✓ Technical fluency in MS Office (including Outlook, Word, Excel and PowerPoint) and technical comfort with virtual platforms such as Zoom;
 - ✓ Ability to anticipate needs, exercise good judgment and thinking critically to proactively problem-solve in a fast-paced environment with minimal supervision;
 - ✓ Ability to adapt to dynamic environments; comfort with ambiguity and complexity;
 - ✓ Values listening to and honoring the wisdom of people on-the-ground and developing theory grounded in their lived experience;

- ✓ Ability to give and receive constructive feedback; display a desire for continuous learning and self-improvement;
- ✓ Personable and engaging, responsive to constituent inquiries and concerns; and
- ✓ Excellent research, writing and communication skills.

- **Preferred Qualifications**

- ✓ Experience interpreting guidance and regulations in the areas of child welfare and children's mental health highly desirable.

Compensation:

This position is fully remote in light of the COVID-19 pandemic. The salary range is between \$26 - \$33/hour. Full-time employees are eligible to receive a generous benefits package.

The Catalyst is an equal opportunity employer. We strongly encourage and seek applications from people of color, including bilingual and bi-cultural individuals, as well as members of the lesbian, gay, bisexual and transgender communities.