

## CLASSIFICATION JOB INFORMATION

SAP Job ID:	90005639
Position/Classification Title:	Regional Closure Specialist
Pay Grade:	EC 11
Add-On Eligibility:	False
Standardized:	No
Inactive	No
Date Last Evaluated:	3/20/2024

## JOB INFORMATION

Job/Working Title:	Regional Closure Specialist
Department:	Community Services
Division/Section:	Disability Support Program
Reports To (Position Title):	Director Project and Facility Closure
Exclusion Status:	Excluded

## OVERALL PURPOSE

The Department of Community Services (DCS) is a large and diverse department providing a broad portfolio of programs and services to help the most vulnerable people of Nova Scotia be independent, self-reliant, and secure. This requires the highest level of collaboration and cooperation internally across all divisions of DCS, and externally with a significant network of service providers, other departments, and levels of government. For the Disability Support Program (DSP), there is a further requirement for significant collaboration with participants, families, communities, and practitioners as it is critical to achieving the outcomes of the court ordered Human Rights Remedy.

Moving to community living and discontinuing the use of institutional settings for person with disabilities is a critical component of the Remedy for the finding of systemic discrimination against the province of Nova Scotia. The Regional Closure Specialist (RCS) role is to support the closure of residential institutions and support the successful transition of DSP participants to live in the community of their choice with appropriate community-based supports. The RCS works within the Regional Hub model, a new model resulting from the Remedy, designed to have local responsiveness with connection to the provincial framework and processes.

The RCS provides leadership, direction, consultation, and support in promoting and implementing the regional closure strategy, aligning efforts with the provincial closure strategy as well as the broader strategic vision of the Department of Community Services (DCS) and DSP. The RCS adheres to evidence-based and internationally recognized best practices, focusing on desired outcomes such as enhancing individual capacity, resilience, and citizenship. This approach departs from traditional deficit-based models and emphasizes the importance of human rights, person-directed, and outcome-driven perspectives. Operating in a dynamic and adaptable setting, the RCS supports compliance with the Remedy while nurturing an environment where individuals with disabilities can freely express themselves and shape their vision of a good life within their chosen communities. The RCS plays a critical role in balancing the Remedy related timelines with DSP participants' needs in order to successfully move from residential institutions to community.

Reporting to the DSP Director, Projects and Facility Closure, and as a key member of the Regional Hub team and Provincial Closure Team, the RCS will collaborate with the Community Living Facilitator (CLF) and Intensive Planning and Support Coordination (IPSC) teams to ensure that participants are actively engaged in decision-making processes and receive essential support during their transition from residential institutions to communities. The RCS will support Regional Hub staff, Service Providers, Senior Leadership within institutions, organizational leadership, and boards through the transition and closure processes.

Through effective knowledge sharing and the implementation of the regional closure strategy (guided by the Transition Guide), the RCS plays a pivotal role in supporting all stakeholders involved including the Regional Advisory Committees. The multifaceted support provided by the RCS facilitates the achievement of inclusivity and person-directed planning in communities, using a Human Rights focused approach, all while adhering to the requirements in the Remedy to close all DSP residential institutions.

The RCS supports the development, planning, interpretation, and application of effective regulation and evaluation of policies and program standards/processes within DSP's mandate. The RCS provides recommendations and insights that contribute to the timely closure of residential institutions within their assigned region, in alignment with the required Remedy closure timelines.

## KEY RESPONSIBILITIES

- **Closure Plan Management, Implementation, Monitoring, and Evaluation:** The RCS plays a key leadership role in managing, implementing, monitoring, and evaluating the regional closure strategy, ensuring alignment with the provincial closure strategy. They collaborate with a variety of partners including DSP service providers, Regional Advisory Committees, community non-profit organizations, municipal governments, and other organizations as institution-specific closure plans are developed and implemented. The RCS balances the Remedy related timelines with DSP participants' needs in order to successfully move from residential institutions to community. Using the Transition Guide to guide the regional closure strategy, the RCS is involved in budgeting, staff coordination, communication, and monitoring of progress to maintain alignment with the established timelines in the Remedy. The RCS provides support for financial close-out reviews and activities required for the closure of residential institutions. The RCS monitors and evaluates closure activities and community transitions and is prepared to promptly address any challenges that may arise. They actively participate in audits and evaluations to maintain a high standard of service delivery. The RCS identifies risks to timelines, analyzes options, and makes recommendations to the Regional Hub Manager and the Provincial Closure Director in DSP.

- **Remedy Interpretation and Program Delivery Guidance:** The RCS provides support to understand and interpret the Remedy related actions and timelines as it relates to closing DSP residential institutions. They serve as the go-to resource for interpretation and clarification regarding the closure of residential institutions including relevant legislation, regulations, policies, and standards. The RCS role supports adherence to the fidelity of the Remedy requirements and values. The RCS offers expert advice to monitor program performance, costs, and activities, driving efficiency and effectiveness. They hold partnering organizations accountable and provide direction to external organizations regarding DSP and the Remedy. The RCS effectively communicates closure strategy targets, actively advocating for program changes and improvements. This collaborative effort involves consultation with DSP, service p management and staff at all levels, as well as engagement with the Regional Advisory Committee. Additionally, they provide policy and procedural interpretation, ensuring alignment with standards and policies while addressing complex situations to ensure government direction compliance.

- **Community Engagement and Change Management:** The RCS plays a pivotal role in community engagement and change management, fostering positive relationships and driving effective transitions. The RCS works within the Regional Hub model, a new model resulting from the Remedy, designed to have local responsiveness with a connection to the provincial framework and processes. They work with IPSC teams and institutions to understand DSP participants' and families' needs related to the closure process, ensuring their voices and concerns are heard and addressed. They regularly engage with the Regional Advisory Committee to enhance transparency and seek guidance on the path ahead. The RCS takes a proactive stance in driving cultural transformation by actively fostering and embedding initiatives that support this change throughout the entire transition process. This involves spearheading change management initiatives to guarantee seamless and timely transitions, encompassing meaningful engagements with the participants and their networks, establishing and nurturing partnerships, and delivering vital support to regional community organizations. Furthermore, the RCS initiates communication between Program Division(s), Regional Service Delivery, and community stakeholders on matters related to the regional closure strategy. They represent DSP and DCS at various internal and external meetings and committees, including stakeholder, government, and interdepartmental meetings.

- **Regional Closure Team Coordination - Managerial Responsibilities and Independent Work:** Within the context of regional closure team coordination, the RCS takes on managerial responsibilities, demonstrating effective leadership skills in team coordination and management. They are active in driving the team towards achieving regional closure goals, ensuring effective collaboration among team members. Additionally, the RCS ensures alignment between the regional and provincial closure strategies.

The RCS operates effectively in changing and complex environments, offering strategic direction and support in alignment with the regional closure strategy and Remedy targets. The RCS drives the closure of residential institutions in their assigned region, in alignment with DSP's provincial closure plan. Their ability to operate autonomously and balance workloads while performing independent work is a testament to their problem-solving capabilities. The RCS understands when to escalate matters to the DSP Director responsible for the Provincial Closure Plan and excels in working effectively in a vague environment with limited direction, showcasing adaptability and resourcefulness in their approach.

- **Upholding Values & Principles:** The RCS embodies a set of core values and principles that are foundational to their role. They actively exemplify the values established by DCS and DSP, specifically tailored to the responsibilities and expectations inherent to their role as RCS. This commitment extends to promoting a human rights approach to person-directed planning, supportive decision-making, and adhering to the Nova Scotia Public Service Values. Within the workplace, the RCS cultivates a culture characterized by respect, non-

judgment, and inclusivity. They promote and uphold the United Nations Convention on the Rights of Persons with Disabilities. Furthermore, the RCS adeptly navigates diverse environments, maintaining professional boundaries while fostering positive and authentic working relationships with staff, DSP participants, Regional Advisory Committee, Nova Scotians with disabilities, Service Providers, and the broader community.

May perform other related duties as assigned

In addition to the knowledge, skills and abilities outlined in the job description, this job may include other, assignment-specific requirements (ex: French language, drivers license, membership in an employment equity group or security screening, etc.)

## SCOPE

<b>Contacts (Typical):</b>	<p>Within Government: The role of the RCS involves close collaboration with various government entities, including RCSs from other regions across the province, IPSCs, Local Area Coordinators (LACs), Regional Hubs, Eligibility, Funding and Assessment Coordinators (EFACs), Community Living Facilitators (CLFs), DSP Specialists, Care Coordinators, Case Work Supervisors, Service Delivery Managers, Internal Corporate Units, DSP head office program staff and leadership, DCS Enterprise Project Delivery Unit (EPDU), and other departments.</p> <p>Outside of Government: The RCS extends to partnering with members of the community, including people with disabilities, and their identified support networks. The RCS will also have regular collaboration and contact with the Regional Advisory Committee, community organizations, Service Providers, local groups, and anyone in the community who can be part of supporting individuals to meet their goals.</p>
<b>Innovation:</b>	<p>The RCS actively identifies areas for improvement within the regulatory framework for closing institutions. This means they have strong problem-solving skills, with an emphasis on creative thinking to meet provincial standards while considering the specific and diverse needs of various regions within the province. The RCS follows an outcome-driven approach, supporting the evaluation of local conditions, leveraging internal and external relations, and assessing situational factors to adapt services effectively.</p> <p>The RCS collaborates closely with external Service Providers and others to establish and stabilize partnerships aimed at designing innovative solutions for facility closures and with a human rights focus on participant-centered transitions. The RCS frequently communicates with external stakeholders to assess and solve any issues that may arise and ensure the closure process remains on track through innovative collaboration.</p> <p>The RCS provides support, recommendations, and leadership in the development and implementation of the closure strategy, using the Transition Guide to guide their work. Leveraging their skills, relationships, and knowledge of DSP, the RCS enhances the transition experience for participants leaving residential institutions. This multifaceted role includes innovation and collaboration to ensure the effective closure of facilities while prioritizing the well-being of participants and aligning with provincial regulations, policies, and standards.</p>
<b>Decision Making:</b>	<ul style="list-style-type: none"> <li>Regional Autonomy: The role of the RCS encompasses a high degree of autonomy and critical decision-making, especially concerning the closure of residential institutions and transition of participants to community. This autonomy allows the RCS to tailor strategies and approaches to the unique characteristics of their local area. They align these strategies with community goals and address the specific needs of the individuals they are supporting as they move from DSP residential institutions to community.</li> </ul> <p>In the pursuit of these decisions, the RCS is guided by a commitment to human rights principles, ensuring that each step taken is morally grounded. They actively engage with a diverse spectrum of community members, including individuals with disabilities and their identified support networks, forging connections between various internal and external groups.</p> <ul style="list-style-type: none"> <li>Supportive Decision Making: The RCS works especially close with IPSCs whose role it is to elevate the self-direction and agency of individuals with disabilities. This involves working with IPSCs to tailor information to ensure that individuals and their identified support networks fully comprehend the context of the decisions being made, including the associated consequences and</li> </ul>

	<p>responsibilities. The RCS collaborates closely with internal and external contacts to incorporate individual interests and preferences into the implementation of the regional closure strategy.</p> <ul style="list-style-type: none"> <li>Partnerships and Innovation: The RCS leverages expertise, identifies opportunities, and addresses gaps within their designated region to support the closure of DSP institutions and transition of DSP participants from residential institutions into community. They initiate partnerships at both individual and systemic levels to enhance opportunities and create innovative solutions. Through collaborating and stabilizing relationships with various stakeholders, the RCS works to enhance support options and improve the overall transition experience for individuals with disabilities, their identified support networks, and their communities.</li> </ul>
<b>Impact of Results:</b>	<p>The typical impacts of end results produced by this role encompass:</p> <ul style="list-style-type: none"> <li>Remediating Discrimination: This role is instrumental in advancing the Department's progress toward achieving the Remedy's requirements. It aligns its efforts with broader objectives related to institutional closure and participant support, ensuring that actions are in harmony with the overarching vision. By aligning with the Remedy requirements, the RCS role plays a pivotal part in diminishing our reliance on crisis-driven systems. This is a critical step towards achieving a more stable and sustainable support system.</li> <li>Enhanced Efficiency of Closure Strategy: The RCS directly impacts the effectiveness and efficiency of the regional and provincial closure strategies.</li> <li>Improved Communication: The RCS will significantly influence communication within the Department, with other government departments or representatives (e.g. health system), with Service Providers, and among participants and their networks. This will be done through actively promoting knowledge sharing, establishing buy-in, and by supporting fair, equitable, transparent, and consistent application of regulations, policies, and program standards throughout the province.</li> <li>Promoting Long-Term Participant Self-Direction and Agency: The results produced by this role have a lasting impact on the well-being of participants in their respective regions. The RCS will contribute to DSP participants' successful transition out of residential institutions and support individuals' adjustment to community-based living, fostering greater self-direction and agency.</li> <li>Community Enhancement: These results go beyond individual impacts and extend to the broader community. The RCS will enhance community dynamics by promoting inclusivity and facilitating inclusive citizenship.</li> <li>Promoting Participant Decision-Making for Support Options: The outcomes achieved through this role empower individuals to take an active role in choosing the support options that suit them best, resulting in more efficient resource allocation. This will be completed through consultation with the Regional Advisory Committees, IPSCs and other DSP staff, as well as direct engagement with participants and families. This approach emphasizes the importance of participant choice and involvement in their support journey, while acknowledging the ongoing availability of external assistance when required. In doing so, it highlights government and community agencies as partners that work in harmony with community-based supports, all contributing to the realization of individuals' desired lives within the community.</li> </ul>

#### People Management:

	# Direct Resources Managed	# Indirect Resources Managed
This position manages/supervises people	1-5	None

**Additional Information (if required):**

#### LICENSES/CERTIFICATIONS

# WORKING CONDITIONS

## Physical Effort

Work activities involve rotating positions of light physical activities, requiring little physical effort and/or easy muscle movements. Majority of time is spent in a comfortable office setting, with some site visits as required, and frequent opportunity to move about and/or change positions.

## Physical Environment

Works in an environment with exposure to acceptable working conditions. Occasional exposure to mild unpleasant or disagreeable conditions (e.g., dust, dirt, noise, etc.) and possibility of accident or health hazards is minimal.

## Sensory Attention

Work activities involve a need to concentrate on a variety of sensory inputs for short durations, several times a day, requiring attention to detail. If interrupted, some lost time is experienced to backtrack and continue activities. The need for detailed or precise work and/or repetitive tasks is moderate.

## Psychological Pressures

Work activities are performed in an environment with frequent exposure to psychological pressure conditions where the psychological stress is noticeable (e.g., conflicting/competing deadlines, dealing with angry/demanding customers/clients on a continued basis, etc.). There is limited capability to control the pace of work and the number of disruptions, and concern exists about occurrence of dangerous situations. Disruption to personal life due to work, work schedules or travel is considerable.

Examples/ Additional Information:	
Data From Conversion:	