



EASTERN LOS ANGELES REGIONAL CENTER

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916
(626) 299-4700 • FAX (626) 281-1163

POSITION VACANCY

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|------------------------|--|----------------|------------------------------------|
| POSITION TITLE: | MANAGER, COMMUNITY SERVICES | DATE: | JANUARY 2020 |
| UNIT: | COMMUNITY SERVICES | SALARY: | DEPENDING ON QUALIFICATIONS |
| REPORTS TO: | EXECUTIVE DIRECTOR | STATUS: | EXEMPT |

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for planning, organizing, directing, leading and overseeing the operations and fiscal elements of the community services department functions that support consumer/case management services in collaboration with other regional center departments/functions. Provide general direction to Supervisor of Information and Training Unit and Supervisor of Community Services Unit in the accomplishment of respective unit functions. Conducts and supports staff recruitment, interview/selection, hiring, orientation/training, performance evaluation, coaching, mentoring, leadership development and succession planning. Establishes and maintains an understanding of department operations to ensure efficient organizational applications with appropriate staffing resources. Gathers and compiles relevant workforce data to conduct analysis for addressing necessary changes. Establishes and facilitates the development of protocol, policy and procedures for the operation of department functions. Provides and supports problem resolution and decision-making in day to day operations. Monitors performance and initiates action to strengthen results. Produces and conducts presentations for various groups including annual reports, department projects, statewide/regional initiatives, and ongoing development activities. Contributes to contract development and management activities, including budget/rate approval for service providers. Monitors and authorizes payment of contractor claims for reimbursement. Envisions and responds to the service and support needs of primary consumers/family members, regional center staff, service providers and other stakeholders through information services, training, resource development and quality assurance. Assesses and identifies unmet needs in the development of an array of services and support resources. Coordinates the development of new services and supports in general and including the Community Placement Plan (CPP) and Community Resource Development Plan (CRDP) in collaboration with consumer services and department staff. Ensures quality services and supports through training, monitoring, evaluation, responsiveness to complaints and non-compliance of service delivery resources in relation to statutory and regulatory requirements. Serves as liaison to the Vendor Advisory Committee. Performs other duties and responsibilities, as assigned.

QUALIFICATIONS

A Master's Degree in Social Work or a related field, and a minimum of three years (3) years of responsible leadership experiences in management or supervisory positions -OR- A Bachelor's Degree in Social Work or related field and a minimum of five (5) years of responsible leadership experience in management or supervisory positions. Knowledge of and experience in the field of developmental disabilities, regional center system, supervision and management. Knowledge of the functions, operation and mission of the community services department. Exceptional written and spoken communication skills. Outstanding interpersonal relationship building skills with staff and community members. Demonstrated ability to lead and develop a department and department staff members. Excellent organizational and project management skills. Evidence of the ability to practice a high level of confidentiality. Excellent computer literacy skills in a Microsoft Office environment. Knowledge of website contract management and social media applications to maximize agency presence and value to community. Demonstrated knowledge of basic fiscal, budget and accounting principles and practices. Familiarity with applicable federal and state statutory and regulatory

requirements for department functions. Must be able to travel, including overnight. Must be available to work weekends and evenings, when necessary. Must have access to a personal vehicle for travel related to work responsibilities. Valid CA driver's license and proof of automobile insurance must be presented.

CLOSING DATE:

Friday, January 24, 2020

Submit resume and letter of intent to:

ELARC Office of Human Resources

EOE M/F/H/

