

SAN GABRIEL/POMONA REGIONAL CENTER

CAREER OPPORTUNITY ANNOUNCEMENT

JOB TITLE: DIRECTOR OF CLINICAL SERVICES

DEPARTMENT: EXECUTIVE OFFICES

JOB FUNCTIONS

Under the general direction of the Executive Director, this position is responsible for the overall administration of the Clinical Services Department and Federal Programs such as the Community Placement Plan (CPP), Medicaid Waiver, Risk Management and Mitigation System.

EDUCATION AND WORK EXPERIENCE:

A Master's Degree in a closely related field and a minimum of five years of experience in an upper management position. A Bachelor's Degree and a minimum of seven years of experience in an upper management position that includes supervisory responsibilities may be substituted for the Masters' Degree requirement.

CERTIFICATES/LICENSES/REGISTRATIONS:

Valid California driver's license or other means of transportation that will permit the incumbent to discharge job duties effectively and efficiently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- a. Assures that all clinical services provided by SG/PRC are performed in the most efficient manner and meet the legal requirements of the State and agency policy.
- b. Maintains and continuously updates status of rules, laws, regulations, and policies of Federal and State agencies and interprets them to case management staff.
- c. Develops, implements, and accounts for the agency's Federal Programs
- d. Assures agency compliance with the Medicaid Waiver Program.
- e. Assures compliance of the state's Risk Management and Mitigation Program, including analysis of Special Incident Reporting data.
- f. Serve as a representative to DDS Committees, other Regional Centers, Community Agencies, the Board of Directors and Board Committees
- g. .Prepares statistical/analytical reports, surveys, summaries, budgets, and plans as necessary for the Clinical and Federal Programs departments.
- h. Participates on a number of internal committees, such as Client Consultation Committee and Risk Mitigation.
- i. Participates as a member of Association of Regional Center Agencies (ARCA) Committees as appointed.
- j. Conducts department meetings and meets regularly with department managers and direct reports.
- k. Other responsibilities may be assigned, as required.

KNOWLEDGE, ABILITY AND SKILLS

- a. Ability to carry out supervisory responsibilities in accordance with the organization's policies and applicable laws and regulatory requirements.
- b. Advanced knowledge and skills in management, organization, and customer service.
- c. Ability to independent produce all correspondence, record keeping, and related administrative documents.
- d. Ability to think strategically and have knowledge and skills in strategic planning theory and practice.
- e. Leadership skills that are motivating and include mentorship, coaching, and providing consultation and to staff.
- f. Ability to work collaboratively across the organization within a team-approach in a collegial administrative structure.
- g. Ability and skill to communicate effectively with diverse peoples in diverse settings and on a wide variety of issues.
- h. Strong negotiation skills including those that require exploration of alternatives to reaching agreeable outcomes.
- i. Excellent writing skills particularly in report writing and formulating recommendations for action.
- j. Ability to maintains collaborative and cooperative working relationships with other directors, employees, other agencies and stakeholders.
- k. Knowledge and experience in advanced use of Excel for report and tracking purposes.
- l. Ability to work long and varied hours.

MONTHLY SALARY RANGE: \$5,990.63 - \$10,755.75

FILING DEADLINE: UNTIL FILLED

TO APPLY, PLEASE E-MAIL TO: rsandoval@sqprc.org
San Gabriel/Pomona Regional Center
75 Rancho Camino Drive
Pomona, CA 91766
(909) 868-7501

SAN GABRIEL/POMONA REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER