



FAMILY EMPOWERMENT CENTER MANAGER

PURPOSE:

Under the General supervision of the Director of the Family Empowerment Center, the Family Empowerment Manager will assume responsibility for overall coordination and development of the Family Empowerment Center services.

NATURE OF WORK:

1. Assume responsibility for overall coordination and development of Family Empowerment Center (FEC) services.
2. Secure contracts and manage implementation, data collection, deliverables and reporting of all contracts and grants.
3. Provide coordination for outreach and engagement to underserved populations.
4. Assume responsibility for advocacy efforts through:
 - Directing and assigning Case Management responsibilities;
 - Provide in person IEP support as needed;
 - Provide oversight to intake activities and evaluate case for referral to outside consultant;
 - Participate in and engage family participation in local, state, national public policy activities as assigned;
 - Be familiar with current state and federal education laws and regulations impacting students with intellectual and developmental disabilities and their families;
 - Sustain relationships with legislative members, agencies, stakeholders, and provide oversight and support to leadership activities;
 - Provide advocacy training to families and self-advocates.
5. Ensure efficiency and accuracy of data collection and reporting of program wide activities including:
 - Ensuring timely completion of required data collection;
 - Meet reporting requirements of granting agencies;
 - Maintain files and other relevant data in an organized manner using mandated reporting software;
 - Support timely and efficient communication with database provider;
 - Assist with staff training on data collection software and materials;
 - Provide technical support to staff as needed;
 - Keep abreast of changes to data requirements, software, etc.
6. Assume responsibility for the development and distribution of calendar of family learning opportunities.
7. Assume responsibility for facilitation and monitoring the delivery of effective parent education by providing resource development, referral resources, and communication

techniques to ensure families have access to:

- Timely provision and follow-up of parent to parent (English & Spanish and other languages as needed), phone calls and correspondence.
- Referring to FRC team for family support in times of need;
- Knowledge of child development;
- Work with team to develop appropriate outreach and education through social media, English and Spanish.

This key role will also have demonstrated competency in the following areas:

- Bilingual is preferred
- Diplomacy in resolving conflicts and integrating differing perspectives.
- Ability to represent core agency/program values and principles, (i.e., Person Centered Thinking, Family Centered Care, etc.) in a variety of settings.
- Demonstrate effective critical reasoning and problem-solving skills.
- Willingness to work flexible schedules as deemed necessary including out-of-area travel, weekends and evenings.
- Ability to use designated data system for data entry required.
- Familiarity with Zoom and other virtual programs.
- Ability to work in a team environment, while also working independently.
- Demonstrated capacity to handle multiple tasks, projects and meet deadlines.
- Good verbal and written communication skills.
- Good public relations, conflict management and meeting facilitation skills.
- Must maintain confidentiality with sensitive information.
- Proficiency in data entry, Microsoft Office 365 Suite especially Word, PowerPoint, and Excel. The ability to learn new programs as necessary.
- Knowledge of state, federal and community generic resources.
- Other duties as assigned.

ESSENTIAL DUTIES AND QUALIFICATIONS

- Excellent organizational and time management skills.
- Ability to respond effectively and constructively to a diversity of individuals and situations.
- Competence and respect for cultural diversity.
- Demonstrated competency in oral and written communication.
- Experience in systems and services related to intellectual and developmental disabilities.
- Demonstrated initiative in project development and management.
- Experience in community outreach.
- Demonstrated competency in IEP, IFSP, and IPP processes.
- Demonstrated understanding of the Delivery of Service System both local and statewide.
- Demonstrated competency in providing family support.
- Skills in various software applications including word processing, spreadsheets, database management and communication platforms and use of internet.

- Demonstrated ability and experience in systems and individual advocacy.
- Fingerprint Clearance.
- Medical Clearance and Negative for Tuberculosis or any communicable disease.
- Ability to lift and transport minimum of 25 pounds.

MINIMUM EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field or combination of college and experience or two years paid, full-time employment in human services field, working directly with families of individuals with developmental disabilities in the areas of support, referral, systems advocacy, and community resources.
- Demonstrated knowledge of IDEA, Section 504, Part C to Part B transition, and post-secondary transition.
- Commitment to and demonstrated knowledge of Inclusive Education for students.

This position will primarily be based in the office; however, remote work may also be available. This a full time, non-exempt role and hours may varies based on the needs of the Westside Regional Center.

This summary is not intended to represent an exhaustive list of duties; additional responsibilities are determined as to meet the needs of the community we support*

Per California state mandate, the COVID-19 vaccination is required for all regional center employees. Proof of vaccination AND booster is required by at the time of hire; also, this position may be subject to weekly testing and other health and safety requirements.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to jobs-WRC@westsiderc.org.