



Self Determination Program Manager

Classification: Exempt

Salary Range: \$70,541.95 – \$83,702.52 Annually

PURPOSE:

Under the direction of the Director of Client Services, the Self Determination Program Manager is responsible for continuous planning, coordination of services and resources in a unit engaged in Self Determination by providing case management, community planning and evaluation as well as responsible for formulating and administering the Statewide SDP operations for each individual we serve that sets forth thoughtful, well considered and attainable goals designed to enhance the lives of the families and individuals we support. The Self Determination Program Manager is a well versed person-centered thinking approach, with knowledge of financial management and/or efficient knowledge of Individual Budget and Spending Plans.

NATURE OF WORK:

- Provide SDP information to Regional Center individuals and their families.
- Increase the number of people in the Self-Determination Program.
- In collaboration with individuals and families, creates annual plans and budgets to meet the needs of the people we support.
- Compiles and reports data as necessary to DDS
- To ensure transitional planning has occurred
- Provide oversight of expenditure of self-determined funds and the achievement of participant outcomes over time.
- Increase participant control over which services and supports best meet the participant's needs and the IPP objectives.
- Provide comprehensive person-centered planning, including an individual budget and services that are outcome based.
- Deliver consumer and family training to ensure understanding of the principles of self-determination, the planning process, and the management of budgets, services, and staff.

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

- Knowledge of individuals with developmental and intellectual disabilities.
- Knowledge of Regional Center programs and operations.
- Understanding of group process; multi-cultural issues in service provision
- Ability to plan and schedule own work
- Ability to be available for evening and weekend hours, as needed for community events
- Formulates and implements project goals and objectives
- Effective oral presentation skills
- Interacts with others from a wide variety of cultural and social backgrounds
- Knowledge of word processing software (Microsoft Word) is required
- Working knowledge of Excel and Power Point Presentations
- Effective communication and counseling techniques.

MINIMUM EDUCATION AND EXPERIENCE:

- Master's degree in Social Work preferred. Bachelor's degree in social, behavioral, or life science is required, plus
- Four years' experience working with individuals with developmental disabilities. Demonstrated experience working with underserved communities (A Master's degree in a related field can be substituted for one year of the required experience).
- Five years of experience in the role of Service Coordinator and/or similar role at one of the 21 Regional Centers is highly preferred.

SPECIAL REQUIREMENTS:

Specific skills, knowledge and/or demonstrated capacity to:

- Demonstrates good knowledge of case management philosophies and counseling techniques.
- Has proven ability to assign, coordinate and supervise the work of others.
- Demonstrated ability to establish effective working relationships with professional staff, clients and the public.
- Capable of managing personnel issues effectively.
- Demonstrated ability to communicate effectively, both orally and in writing.
- Can prepare clear, accurate and concise reports.
- Has proven ability to effectively utilize and apply required knowledge.
- Can secure accurate data and record such data systematically.
- Able to analyze and interpret statistical data.
- Can recognize and analyze situations accurately and take prompt and effective action.
- Experienced with developing a network of social resources.
- Proven ability to lead and motivate staff.

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.