



Early Childhood Assistant Program Manager

Requisition # CS- ECAPM-032823

Closing Date: Open Until Filled

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

PURPOSE:

Under the direction of the Director of Client Services and leadership of Early Start Program Managers, the Early Childhood Assistant Program Manager is responsible for continuous planning, coordination of services and resources in a unit engaged in early childhood development by providing case management, school; district liaison, community planning and evaluation as well as responsible for formulating and administering early childhood intervention services for children ages 0 to 5 years.

*This opportunity, after initial training and support, will transition into the Early Childhood Program Manager role and manage a Early Childhood unit of Service Coordinators.

NATURE OF WORK:

- Provide Early Childhood intervention services and information to Regional Center individuals and their families.
- Ensure that clients receive services and supports consistent with individual concerns, desires, and priorities.
- In collaboration with individuals and families, creates annual plans, including educational, recreational, etc.
- Compiles and reports data as necessary to DDS
- Establish partnerships and work collaboratively with local area school districts.
- Provide oversight and supervision of Early Childhood Service Coordinators in designated unit.
- Work in partnerships with clients, families, service providers and members of the community at large.
- To supervise, select, train and develop staff.
- To assign and review work.
- To audit cases and caseloads (both ongoing and annually)
- To evaluate performance relative to job duties, and audit results pursuant to Agency mandated deadlines set forth in each employee's position description.
- To always ensure adequate coverage of all caseloads in the unit.

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 and the work of the team.
- Ability to be available for evening and weekend hours, as needed for community events
- Formulates and implements project goals and objectives
- 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.