



Early Start Intake Services Assistant Program Manager

Requisition # INT-ESAPM112723

Closing Date: Open Until filled

Classification: Exempt

Salary Range: \$ 67,989.79 - \$ 78,706.99 DOE

PURPOSE:

The Early Start Intake Assistant Program Manager (*ESIAPM*) will report to the Intake and Psychological Services Manager and is responsible for the day-to-day management of the under 3 intake program. The position requires case management coverage to support Intake Specialists and contracted intake counselors. The Early Start Intake Assistant Program Manager will be responsible for working closely with staff and vendors to ensure timely completion of cases within the timelines specified in current laws and the California Early Intervention Services Act (Title 14 of California Government Code) and Title 17 regulations.

ESSENTIAL FUNCTIONS:

- Regularly review cases that may be approaching timelines and work with consultants to troubleshoot any perceived difficulties with timely completion of these cases.
- Assist in writing and sending out not eligible letters to families, as well as assist with writing and sending out case inactivation letters to families.
- Assist in reviewing and assigning cases to Intake Specialists.
- Provide support in reviewing intake application that may require further consultation prior to opening.
- Collaborate with staff to investigate any individual or family concerns regarding the intake process and perform a QA service with contracted consultants.
- Act as liaison to DCFS and WRC case transfer department in relation to Early Start referrals and transfers.
- Assist with tracking intake statistics.

Job Specifications (Knowledge, Skills and Abilities):

To meet the qualifications for this position, the successful candidate should have the following knowledge:

- The Early Start Intake Assistant Program Manager should possess knowledge of Title 17 for Early Start eligibility and services criteria.
- Knowledge of the Lanterman Act and a strong working knowledge of child development is also highly desirable.
- Must possess a working knowledge of short-term crisis counseling and the principles and techniques of case management.
- Knowledge of WRC intake processes, as well as WRC policies and protocol.
- Requires excellent written and oral communication skills, attention to detail, and the ability to work effectively with peers, managers, vendors, community agencies, clients, and families.
- experience working in a multidisciplinary team environment with professionals from different disciplines.
- will have a clinical background related to early intervention (Speech/OT/PT)

- Technical skills should include proficient knowledge of Microsoft Word, Excel and Outlook, as well as Sandis for processing and retrieval of client information.
- Bilingual Spanish is helpful but not a requirement.
- Requires a Bachelor's Degree minimum; Master's preferred.

This position is based in the office/onsite daily; however, remote work may also be available. This a full time, exempt role and hours may varies based on the needs of the Westside Regional Center.

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.

Apply at Jobs-WRC@WestsideRC.org and reference the Requisition Number and Title in your email.