



## **Associate Director of Community Services**

Requisition #: COMM-ADCS102824

Closing Date: Open Until Filled

Classification: Exempt

Salary Range: \$99,453.1200 - \$112,455.1392 Annually (DOE)

### **PURPOSE:**

Under the general supervision of our Deputy Executive Director, the Associate Director of Community Services will provide leadership for and management of the Community Services Department, which is accountable for Community Engagement, Resource Development, and Provider Quality Assurance activities for the agency.

### **NATURE OF WORK:**

The responsibilities of the Associate Director of Community Services, will include, but are not limited to:

1. Expand the availability and accessibility of quality services and supports provided by WRC throughout our catchment area.
2. Provide effective leadership and support for the WRC Community Services Department personnel
3. Promote collaborative and effective working relationships with the other departments within WRC, with partner agencies, and with the community as required.
4. Acts as primary liaison to service providers
5. Proactively educate community partners, including vendors and advocacy groups relating to evolving practices, legislation, and state directives as necessary.
6. Develop and implement tracking systems to monitor the effectiveness of the services provided within the Community and proactively identify trends and action steps to address areas needing improvement.
7. Other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE:**

- Extensive and specialized knowledge in organizational operations and service funding, as is generally acquired through 7 or more years of work experience in social service programs and services, including the assessment and development of services for individuals with developmental disabilities.
- Increasingly responsible professional experience in a related setting, including at least 3 years as a manager or supervisor.
- Bachelor's degree in social services discipline. Master's degree in a social services discipline preferred.

## **SPECIAL REQUIREMENTS:**

This position will primarily be based in the office; however, remote/hybrid work may also be available.

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 submit the internal application, along with your resume and cover letter to [jobs-wrc@westsiderc.org](mailto:jobs-wrc@westsiderc.org). This position is posted internally and externally.

**\*\* Reminder for Current Employees: Please remember to refer a colleague for an incentive when they are hired and successfully pass the introductory period.**