



Associate Director, Client Services

Requisition #: CS-ADCS-100924

Closing Date: Open Until Filled

Classification: Exempt

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

PURPOSE:

Under the General supervision of our Director of Client Services, the Associate Director of Client Services, will provide leadership and management for assigned service coordination units and participate in strategic planning for the agency.

NATURE OF WORK:

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

1. Ensure that quality service coordination is provided to individuals served and their families.
2. Provide effective leadership in the areas of coaching, supervision, guidance, development, and training, and supervision of administrative, managerial, and case management positions.
3. Maintain collaborative and cooperative working relationships with other members of the leadership team, employees, partner agencies, and the community.
4. Promote and model best practices in person-centered thinking and planning; cultural sensitivity related to individuals and families served as well as WRC staff; commitment to professional development in self and others; solution-focused approaches to supporting individuals served and their families; and effective sharing of accurate and accessible information to the community.
5. Participates in the development of agency-wide, division, departmental initiatives targeting internal policies, procedures, and practices; implementation of public policy; and strategic planning.
6. Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

- Extensive and specialized knowledge in regional center operations and service funding, as is generally acquired through 5 or more years of regional center experience.
- Increasingly responsible professional experience in a related setting, including at least 5 years as a manager or supervisor.
- Bachelor's degree in social services discipline. Master's degree in a social services discipline preferred.
- Bilingual English/Spanish 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. 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.**