Early Start/Early Childhood Program Manager

Closing Date: Open Until Filled
Department: Client Services
Reports To: Associate Director of Client Services
Classification: Salaried Exempt
Salary Range: $70,541.95 – $83,702.52 Annually

PURPOSE:

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

NATURE OF WORK:

- Provide Early Start/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, create annual plans, including educational, recreational, etc.
- Compile and report data as necessary to DDS
- Establish partnerships and work collaboratively with local area school districts.
- Provide oversight and supervision of Early Start/Early Childhood Service Coordinators in designated units.
- Work in partnerships with clients, families, service providers and members of the community at large.

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 and multi-cultural issues in service provision
- Ability to plan and schedule own work and the work of the team
- Availability for evening and weekend hours as needed for community events
- Formulation and implementation of project goals and objectives
- Personal interactions with others from a wide variety of cultural and social backgrounds
- Knowledge of word processing software (Microsoft Word)
- 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:

- Demonstrate good knowledge of case management philosophies and counseling techniques.
- Assign, coordinate and supervise the work of others.
- Establish effective working relationships with professional staff, clients and the public.
- Manage personnel issues effectively.
- Communicate effectively, both orally and in writing.
- Prepare clear, accurate and concise reports.
- Effectively utilize and apply required knowledge.
- Secure accurate data and record such data systematically.
- Analyze and interpret statistical data.
- Recognize and analyze situations accurately and take prompt and effective action.
- Develop a network of social resources.
- 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 vary 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 to meet the needs of the community we support*

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 to Jobs-WRC@Westsiderc.org and include the **Job Title** in the email title