Family Resource & Empowerment Center (FREC) Manager

Closing Date: Open Until Filled
Department: Family Resource Center
Reports to: Associate Director of Client Services
Classification: Exempt
Salary Range: $70,542 -$104,408.52 annually (DOE)

Purpose:
Under the direction of the **Associate Director of Client Services** and **Director of Client Services**, the **FREC Manager** will assume responsibility for overall coordination and development of programs and services administered through the FREC and all associated grant programs.

Nature of Work:

- Plans, directs, and coordinates the work of the FREC and assures its activities support services in alignment with their approved grants and the mission of WRC.
- Secure contracts and manage implementation, data collection, and the reporting of deliverables on all contracts and grants.
- Coordinate outreach and engagement with underserved populations.
- Provide leadership, training, and managerial oversight to FREC personnel.
- Support the FREC in continuing and expanding upon education and advocacy efforts in support of the individuals and families served through FREC and WRC.
- Support effective coordination with all WRC departments as necessary to promote effectiveness in delivering shared outcomes for the communities served..
- Maintain collaboration with all community partners to promote alignment on coordinated efforts, as needed.

Requirements:

Knowledge of:

- Knowledge of all grants presently managed through the FREC (Family Resource Center, Family Empowerment Center, Community Navigator Program) and the regional center service delivery system to as to be capable of recognizing projects and partnerships that may be of benefit.
- Familiarity with GrantVantage or other grant tracking tools is preferred
- Working with and relating to individuals with intellectual and developmental disabilities

- Bilingual competency would be preferred

Education:

Sufficient education, training, and experience to successfully perform duties. A typical way of obtaining the required qualifications is:

- Bachelor's degree in related field or combination of college and experience *or* two years paid, full-time employment in human services field, working directly with families of individuals with developmental disabilities in the areas of support, referral, systems advocacy, and community resources.
- Demonstrated knowledge of IDEA, Section 504, Part C to Part B transition, and post-secondary transition.
- Commitment to and demonstrated knowledge of Inclusive Education for students.

License Or Certificate:

- Possession of a valid California driver's license.

Ability to:

- Skillfully navigate required activities which may include public speaking, managing public event coordination, and managing.
- Strategically plan for the FREC's future growth in provision of parent to parent support, dissemination of support information to persons served, increase public awareness of services, and to increasing and expand transition assistance to families
- Possesses good organizational skills and the ability to communicate clearly, concisely, and effectively both verbally and in writing.
- Have proficiency in being able to track budgets and monitor expenditures relating to scheduled activities so as to operate within established budgets.
- Work well with others as a team leader, as well as working independently, and working under changing priorities with time constraints.
- Possesses an attitude of self-sufficiency needed to overcome challenges when support from others may be limited.
- Ability to handle change well and be flexible and adaptable in dealing with emergencies, new priorities or assignments.
- Use a computer, particularly Microsoft Word, Excel and the ability to learn new medical management applications quickly.
- Competence and respect for cultural diversity

WORK ENVIRONMENT & CONDITIONS

This position is based in the office onsite daily. This is a full time, exempt role and hours may vary based on the needs of the FREC and WRC

- Onsite during probation with potential limited flexibility based on business needs
- May require occasional extended hours for urgent matters related to FREC and WRC in response to emergency situations.

Physical Requirements & Travel

- Ability to remain in a stationary position (seated or standing) for extended periods while working at a computer
- Ability to move throughout the office to access files, attend meetings, and engage with staff and visitors
- Work performed in a professional office environment with standard and bright overhead lighting and outside environment including inclement weather and enduring austere conditions.
- Local travel may be required within the WRC service area
- Must maintain a **valid California Driver's License**, reliable transportation, and **active automobile insurance** throughout employment
- Reasonable accommodations will be made for individuals with disabilities to perform essential job functions

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.