

REGIONAL CENTER OF THE EAST BAY

Job Description (Management Position)

POSITION TITLE: *Case Management Supervisor – Early Start & Young Children
*Bilingual (Spanish) Preferred

SALARY RANGE: \$2,956.50 - \$3,962.01 Bi-weekly / Bilingual: \$3,041.50 - \$4,047.01 Bi-weekly
\$76,869.00 - \$103,012.26 Annually / Bilingual: \$79,079.00 - \$105,222.26 Annual

REPORTS TO: Associate Director of Early Start and Young Children

LOCATION: San Leandro, CA.

DUTIES AND RESPONSIBILITIES:

Serve as assistant to the Associate Director and perform administrative and supervisory functions to assure that effective case management services are provided. Duties include, but are not limited to:

1. Perform the duties of the Associate Director in his/her absence.
2. Interview, select, train, assign, schedule, supervise, and evaluate the performance of assigned staff.
3. Provide general information regarding regional center services by telephone or at meetings.
4. Recommend and develop organizational methods and/or procedures.
5. Provide case consultation.
6. Participate in and coordinate client related staffings/conferences in developing Individual Family Service Plans and problem resolution. May include collaboration with service providers and other agencies.
7. Serve as consultant or liaison to local educational agencies and other community partners.
8. Monitor, review, and report case movements and recordings (IFSPs, transition planning, case transfers/closures, etc.).
9. Monitor case management provided by assigned staff.
10. Participate in program development, evaluation and/or facility reviews.
11. Develop and provide in-service training and orientation to staff as assigned.
12. Attend regularly scheduled Supervisors' meetings and other agency and community meetings as assigned.
13. Participate in site-monitoring and self-assessment reviews with Department of Developmental Services.
14. Perform other related duties as assigned.

EXPERIENCE AND ABILITIES:

1. Demonstrates leadership ability, fosters positive partnerships and a sense of teamwork.
2. Remains calm during time of crisis.
3. Can work through complex community issues.
4. Demonstrates good over-all organization of work.
5. Has the ability to teach others.
6. Competent to address personnel issues.
7. Has basic understanding of clinical issues, human development, and basic counseling methods.

MINIMUM QUALIFICATIONS:

- A. Masters or BA plus 6 years regional center experience, preferably in case management.
- B. Two years supervisory experience preferred. May be substituted with demonstrated leadership roles in projects, taskforce, etc.
- C. Automobile, valid CDL, and insurance.
- D. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.