

REGIONAL CENTER OF THE EAST BAY

Job Description (Management Position)

POSITION TITLE: Case Management Supervisor – Associate Case Manager Team

SALARY RANGE: \$2,956.50 - \$3,962.01 Bi-weekly
\$76,869.00 - \$103,012.26 Annually

REPORTS TO: Associate Director, Client Services (Federal Programs, Young Adult & Special Projects)

LOCATION: San Leandro & Concord (location varies)

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. Provide comprehensive training to Associate Case Managers to learn how to provide case coverage.
5. Develop and implement organizational methods and/or procedures in regards to tracking work completed on open caseloads.
6. Provide case consultation and oversight.
7. Participate in and coordinate client related staffings/conferences in developing Individual Program Plans and problem resolution. May include collaboration with service providers, State developmental centers and other agencies.
8. Monitor case management provided by assigned staff.
9. Develop and provide in-service training and orientation to staff as assigned.
10. Attend weekly Supervisor's meeting and other agency and community meetings as assigned.
11. 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.
8. Experience and demonstrated ability in training on general case management functions.

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.