

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: Director of Community Services

SALARY RANGE: \$4,074.13 - \$5,459.74 Bi-weekly
\$105,927.38 - \$141,953.24 Annual

REPORTS TO: Executive Director

LOCATION: San Leandro, CA.

POSITION SUMMARY:

Provides leadership and direction for the planning, development and monitoring of community based services for people with developmental disabilities and their families living in Alameda and Contra Costa Counties. Responsibilities include: Recruiting and developing residential, day and other service options, establishing evaluative tools and outcome standards for vendor programs; providing technical assistance, consultation and training for vendor/program performance enhancement; monitoring providers' performance and compliance with contracts and regulations; fostering interactive communications among and between RCEB, provider of services and the community-at-large. The Director supervises the activities of the Resource Development, Transportation, and Quality Assurance teams as well as other community services initiatives. The Director of Community Services is a member of the senior management team, working closely with the Directors of Consumer Services and Finance/Administration to ensure that individuals and families served by RCEB have the services and supports they need.

SKILLS AND ABILITIES:

Extensive experience in leadership, management and resource development planning processes. The ability to think strategically and plan comprehensively; to speak and write clearly to a variety of audiences on a variety of issues; to work collaboratively with the community we serve. Candidate must have knowledge of budget preparation, contracts, tracking and analysis of expenditures; the ability to integrate perspectives in the analysis of individual, provider or systemic issues; ability to lead, supervise and evaluate the performance of others, foster positive and effective working relationships with consumers, families, and service providers.

AREAS OF RESPONSIBILITY:

Program Development

Assessment & planning, using a variety of methodologies, housing development efforts and strategic resource development planning, analyze data and identify barriers regarding consumer need and development of necessary supports and services; develops annual resource plan.

Director, Community Services

Job Description

Page 2

Standards and Evaluation

Develop standards, evaluation procedures and tools to improve the overall quality and effectiveness of vendored programs and services.

Clinical/Supportive Consultation, Technical Assistance and Training

Working closely with case management and utilizing clinical and resource specialists, develops, implements and oversees plans that provide technical assistance to providers of service. Provides consultation and training to providers of service, agency staff and community at large.

Monitoring

Develops and provides for regular monitoring and evaluation of all programs and services, reporting progress and recommendations for change.

Provider Relations

Develops and maintains collaborative and effective working relationships with providers and other community organizations; staff the Provider-Vendor Advisory Committee.

Management Functions

Ensures that the work of the department meets standards; recruits, trains, manages staff; develops and implements procedures; monitor and prepares reports related to the contract with the Department of Developmental Services [DDS], prepares other reports as needed, and able to meet strict timelines.

Performs other duties as required.

MINIMUM QUALIFICATIONS:

A Master's degree in a human services field and at least four years of increasingly responsible professional experience and supervisory responsibility, including planning/development or management. OR, a Bachelor's Degree in a related human services field and eight years of increasingly responsible professional experience and supervision responsibility, including planning/development or management. Knowledge of California's Lanterman Act and Title 17 & 22 CAC is preferred. The position will often require long and varied work hours and will include evenings and weekend work. A valid CA driver's license, automobile and current auto insurance required. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.

