

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION -

POSITION TITLE: Manager of Risk Management and Quality Assurance

SALARY RANGE: \$3,723.94 - \$4,990.44 Bi-weekly
\$96,822.44 - \$129,751.44 Annual

REPORTS TO: Director of Community Services

LOCATION: San Leandro, CA.

DUTIES: Perform administrative and supervisory functions, as assigned, to ensure that effective and high quality of services is provided for consumers of the Regional Center of the East Bay. Under general direction:

1. Interview, select, train, assign, schedule, supervise, and evaluate Quality Assurance staff, SIR Coordinators, and HCBS Specialist.
2. Supervise Quality Assurance process for residential and non-residential vendors of the Regional Center of the East Bay.
3. In coordination with Resource Development Staff, supervise a program of training and technical assistance for Regional Center of the East Bay vendors, which includes RCEB's philosophy and policies regarding standards of service and specific expectations of vendor services and programs.
4. Provide consultation and assistance in the interpretation and enforcement of Title 17 regulations for RCEB staff, providers, and other agencies.
5. Develop and provide in-service trainings and orientation to RCEB staff as assigned.
6. Serve as consultant or liaison to assigned community programs, agencies, or organizations, including Community Care Licensing.
7. Review and make recommendations regarding the proposed evaluation of programs and services as assigned.
8. Develop, coordinate, and implement quality assurance policies for RCEB.
9. Implement and Monitor Risk Mitigation activities, including regular interfacing with the Department of Developmental Services (DDS), using State Dash Boards for analyzing SIR trends, implementing systematic review of SIRs, supporting case management, and tracking incidents of abuse and neglect.
10. Facilitate the Risk Mitigation Committee.
11. Monitor HCBS compliance activities, including participating in statewide committees, implementing DDS grants, and promoting Person Centered Training.
12. Perform other related duties as required.

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MINIMUM QUALIFICATIONS:

1. Master Degree in Social Work, Rehabilitation Counseling, Psychology or related human services field OR a Bachelor's Degree in Social Work, Rehabilitation Counseling, Psychology, or related field and eight years of management/supervisory experience at RCEB.
2. Five years' experience working with people who have a Developmental Disability. Experience should include case management, program development, quality assurance and monitoring, policy development and implementation. Preference will be given to those candidates with experience in the Regional Center service system.
3. At least five years supervisory/managerial experience.
4. Experience in developing, writing, and implementing policies and procedures.
5. Excellent organizational skills, including ability to plan a course of action and follow-through in a timely manner. Computer skills required.
6. Automobile and valid driver's license required.
7. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.