



San Gabriel / Pomona
Regional Center

Division Manager

Full-time, Exempt

Salary Range- \$7,798.27- \$12,434.93 monthly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school children, transition-age youth, to adults and aging adults.

These positions will report to the Associate Director for the respective Client Services Division. The responsibilities include but are not limited to ensuring that quality service coordination is provided to individuals served and their families, providing effective leadership in the areas of coaching, supervision, guidance, development, and training. The supervisory responsibilities include supervision of assigned administrative, managerial, and case management positions. These positions require maintaining collaborative and cooperative working relationships with all members of leadership, the workforce, service providers, external agencies, and community partners. The Division Managers promote best practices, Person Centered Thinking, and Cultural Sensitivity related to supports and services to individuals with developmental disabilities and their families. These positions provide current and updated information to individuals, families, staff, and practitioners and seek innovative solutions to barriers. In the absence of or upon request by the Associate Director, the Division Manager provides direction to the assigned Client Services Division and provides coverage support to the Associate Directors.

Essential Job Functions

- Provide administrative oversight, supervision, guidance, training, and consultation to assigned managers and staff within the Client Services Department assigned Division, including coverage and support within the division.
- Under the guidance of the Associate Director, participate in the development of agency-wide, division, departmental and individual goals and objectives. This may include but is not limited to the following: decision making, work collaboratively with internal/external teams or entities in establishing policies, procedures, practices and ensuring implementation of public policy, as well as consistent application for practical implementation.
- Collaborate with the Associate Directors in developing strategies in accordance with the best interests of the organization, its Mission Statement and Strategic Plan that will effectively and efficiently ensure accurate interpretation and application of the various legal guidelines, regulations, and the agency's values.
- Demonstrate effective leadership skills that will ensure proper alignment, selection, training, development, coaching and accountability of employees towards meeting the organization's needs, Mission Statement and overall Strategic Plan.
- Work in collaboration with respective associate director to assist in the development and implementation of division's plan and goals.
- Monitor and oversee operations and works closely with division associate director to ensure compliance with regulations, managing staffing, monitoring of objectives, and identification of division's needs.
- Promote partnerships for development of programs and services, community outreach, and staff training related to developmental disabilities.

Essential Job Functions continued

- Evaluate and promote quality and effectiveness of intervention/treatment services provided to individuals and their families.
- Work cooperatively and effectively with all.
- Perform as a member of the team, answer questions, share expertise and contribute to the harmony of the team/s.
- Provide active support for participation in public meetings when needed/require which may include internal and external meetings.
- Influence organizational change and implementation through proactive measures, collaboration, and leverage partnerships with other Departments to ensure successful implementation,
- Ensure direct reports and division have the necessary resources and supports in policy implementation, DDS Directives, legislative and or changes in internal processes.
- Other duties may be assigned, as needed.

Knowledge and Abilities

- Must have knowledge of California Developmental Services System
- Knowledge of Principles of social services administration, organization, and management; principles of supervision; ability to support with the develop and implement of practices and procedures; instruct and motivate others; make oral and written presentations; analyze technical and administrative problems and recommend solutions.
- Ability to establish and maintain effective working relationships with others.
- Ability to work cooperatively and effectively with others.

Employment Standards

A master's degree in psychology, social work, business administration or a related field *preferred* and three to five years' experience as a regional center manager or in administration of a community based medical/social service agency. A bachelor's degree, and a minimum of five years' experience, in a management position that includes supervisory responsibilities, may be substituted for the Master's Degree requirement.

Other Essential Requirements

- Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program

Benefits Package continued

- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.