



San Gabriel / Pomona
Regional Center

Manager of Psychological Services

Full-time, Exempt

Salary Range \$8,666.67 - \$13,301.60 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 age children, transition-age youth, to adults and aging adults.

The Position

Under the general direction of the Director of Clinical Services, the Manager of Psychological Services oversees the development, implementation, and assessment of psychological programs and interventions. SG/PRC is looking for a licensed clinician that wants to bridge their clinical and leadership skills.

Essential Job Functions

- Administrative oversight of day-to-day operations of psychological services
- Supports Psychological Consultants to the regional center and ensures best practices
- Supervises students in psychology programs and provides appropriate supervision hours if applicable to staff completing clinical degrees in psychology.
- Completes psychological evaluations and assessments, including eligibility determinations for regional center services.
- Review of psychological evaluations and school records for eligibility
- Participate in interdisciplinary teams for eligibility
- Represents Regional Center at administrative hearings as it relates to eligibility
- Supports Services Coordinators in monitoring progress in services and assists with interagency documentation
- Provides Training to staff and Service Providers
- Assist with documentation for other agencies (e.g., IHSS, SSI)
- Participates in team conferences and reviews assessments and intervention plans completed by other providers/agencies.
- Provides resource and referral information to Individuals served and/or their representatives when appropriate.
- Consults with regional center staff, the service providers and other vendors.
- May provide services at the Individuals residence, ensuring a natural setting for the Individual served.

Employment Standards

- Doctoral degree in psychology, a valid license as a psychologist issued by CA State Board of Psychology and one year experience working with individuals with developmental disabilities.

Knowledge and Abilities

- Knowledge of persons with developmental and mental disabilities, behavior management theory, principles, and practices; psychopathology; developmental psychology; counseling techniques; crisis intervention; theories and practices of psychological testing; quality management principles; effective training methods; community services and resources.
- Must have knowledge in administering psychological evaluations using psychological tools. Ability to make oral and written presentations; develop effective liaison relationships with providers; effectively plan and organize various job requirements; adhere to highest standards of quality in an efficient manner; adapt to changing priorities. Knowledge and experience in completing psychological evaluations (cognitive, adaptive, ASD assessments), Early childhood experience preferred, Knowledge of evidence-based services for people with developmental disabilities and ASD.
- Ability to establish and maintain effective working relationships with others.

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. Dependents coverage is offered and available for purchase 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 Vision plan for employees
- 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
- 9/80 Alternate Work Schedule
- Most positions are offered a hybrid–remote work option
- 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 employee's contribution.
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- Participate in the Public Service Loan Forgiveness program

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into 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.