



North Los Angeles County Regional Center

JOB ANNOUNCEMENT

DEPUTY DIRECTOR

About the Center

The North Los Angeles County Regional Center (NLACRC) is a private, non-profit corporation that operates under contract with the State of California's Department of Developmental Services. NLACRC offers lifelong services and supports for individuals with developmental disabilities and their families. The Center is one of a network of 21 regional centers in California that serve as an entry point into the State's developmental disabilities service system. The Center serves approximately 23,000 children and adults with developmental disabilities and their families living in a defined geographic area of Los Angeles County that is ethnically, culturally and economically diverse.

Job Summary

The Deputy Director shall be responsible for the leadership, planning, organization, development and direction of the Consumer and Clinical Services of the Regional Center ("Center") in accordance with the Center's contract with the State of California's Department of Developmental Services ("DDS") and the policies established by the Board of Trustees ("Board").

The Deputy Director assists and supports the Executive Director in the overall management of the Center. S/he advises the Executive Director and the Board on policy matters that would further the mission of the organization and ensures compliance with various contractual, regulatory, legal and other requirements.

The Deputy Director shall serve as a staff liaison to the committees of the Board, as appropriate. Upon direction, represent the Center at community, local, state and national meetings.

The Deputy Director will serve as the Executive Director upon his/her absence.

Responsibilities

Specific responsibilities include but are not limited to:

Board Functions

1. Advises the Executive Director and Board on service delivery trends and barriers, administrative policy and compliance issues.
2. Provides leadership, support and technical assistance to Board committees, as assigned.

Management Functions

1. Directs development of program goals, objectives, policies, procedures, performance standards and performance plans for all assigned departments. Ensures that the department's activities and functions meet the requirements set out by laws, statutes, regulations, service standards and contract.



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2. Identifies areas requiring policy decision, develops and recommends policy utilizing a variety of methodologies e.g. staff input, surveys, focus groups, etc. for consideration by the Executive Director.
3. Develop and implements program tracking systems; provides reports on activities and makes recommendations pertaining to consumer and service needs, as appropriate.
4. Assists in the preparation of department budgets and proposals for expenditure of funds; provides for the appropriate control and accountability of all funds, physical assets and other property.
5. Serves on the Center's various management groups.

Human Resources Functions

1. Responsible for assigned departments recruitment, employment, training, supervision, evaluation, and when necessary, the termination of staff in accordance with the Center's policies and procedures.
2. Develops staff through orientation, in-service and continuing professional development opportunities.
3. Provides leadership, direction and mentorships to the Consumer and Clinical Services management staff.

Community Functions

1. Represents the Center on statewide and local advisory groups, as appropriate.
2. Develops and maintains effective and collaborative working relationships with service providers and other community partner organizations.

Consumer and Clinical Services Related Functions

1. Advises the Executive Director and Board on service delivery trends and barriers, administrative policy and compliance issues.
2. Ensures consumers are provided with intake, assessment, service coordination, advocacy and purchase of services in accordance with the laws, statutes, regulations, service standards and the Center's policy and procedures.
3. Provides executive level oversight and support to senior department leadership regarding consumer issues, problems and advocacy.
4. Keeps informed of all assigned departmental activities and takes preventative measures to minimize crises from developing; intervenes promptly and lends technical assistance.



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State Government

1. Serves as the Center's liaison to DDS in matters involving consumer and clinical services.
2. Reviews and prepares various technical, narrative and statistical reports and summaries.

Other

1. Assumes related responsibilities as required.

Knowledge, Skills, Education and Experience

Knowledge

1. Thorough knowledge of a regional center's consumer and clinical services.
2. Thorough knowledge of the principles, practices and techniques of administration, management, supervision, professional development of staff.
3. Non-profit administration to include, planning and policy development
4. Applicable laws, statutes and regulations.

Skills

1. Demonstrated ability to formulate sound programs and policies.
2. Demonstrated ability to identify problems and effectively resolve them.
3. Demonstrated ability to communicate effectively, both orally and in writing in diverse settings and on a wide variety of issues.
4. Demonstrated ability to establish effective relationships with staff, public, Board, consumers, service providers, state and local governments and other agencies.
5. Ability to work collaboratively across the organization within a team approach in a collegial administrative structure.
6. Demonstrated ability to work effectively with culturally diverse staff and populations.
7. Ability to embrace and commit to the Center's mission, vision and values.



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Required Education & Experience:

1. An advanced degree in a field of human services, health, administration or related field from an accredited university.

and
2. Substantial experience in health or social service-related field, including
 - a. Five (5), preferably 10 years recent experience in a mid or senior leadership capacity.
 - b. At least 10 years of experience in a program requiring knowledge in the care and treatment of persons with developmental disabilities.
3. A valid California driver's license and transportation, or acceptable substitute, are required for this position.
4. This is an exempt position.

Compensation

Salary will commensurate with qualifications and experience. Excellent benefits package including retirement pension plan with California Public Employees' Retirement System (CalPERS)

To Apply

Please submit resume and cover letter with salary requirements to (please include Deputy Director in the subject line):

Email: Jobs@nlacrc.org or Fax: (818) 756-6440
Resumes will be accepted through January 31, 2017