



## **EASTERN LOS ANGELES REGIONAL CENTER**

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916  
(626) 299-4700 • FAX (626) 281-1163

### **POSITION VACANCY**

|                         |                                               |                |                                                                        |
|-------------------------|-----------------------------------------------|----------------|------------------------------------------------------------------------|
| <b>POSITION TITLE :</b> | <b>SUPERVISOR</b>                             | <b>DATE:</b>   | <b>AUGUST 27, 2026</b>                                                 |
| <b>DIVISION:</b>        | <b>WHITTIER II</b>                            | <b>SALARY:</b> | <b>GRADE 15</b><br><b>* \$2,808.80- \$5,359.20</b><br><b>BI-WEEKLY</b> |
| <b>REPORTS TO:</b>      | <b>ASSOCIATE CHIEF OF<br/>CLIENT SERVICES</b> | <b>STATUS:</b> | <b>EXEMPT</b>                                                          |

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

Under general direction of the Chief of Client Services will assign, schedule, coordinate and supervise the work of a group of service coordinators and support staff. Will monitor the quality of services provided to persons with disabilities as governed by State and Federal statutes and regulations. Will participate in the development of agency policy/procedures and be responsible for completing related projects. Provides leadership which enables staff to efficiently utilize time and resources which aid the agency in setting and maintaining optimum standards of service and staff performance, as well as ensure adherence to the agency's mission statement and philosophy for service coordination. Trains, supervises and evaluates staff, conducting periodic and continual review of cases with service coordinator. Monitors case management services provided by agencies under inter-agency agreements with the Regional Center and may aid in training staff from other agencies regarding Regional Center policies and practices. Will serve as a resource for programs and service providers and will act as a liaison between the Regional Center and vendors and/or programs. Will have outreach activities assigned as needed and participate in after hour crisis call program. May be given assignments after regular work hours or weekends. Ensures compliance with reporting requirements and federal standards. Required to conduct training and implement person centered training concepts. Other related duties as deemed appropriate.

### **QUALIFICATIONS**

A Master's Degree in Social Work or a related field, and four years of appropriate, progressively responsible professional experience in area of specialty. A Bachelor's Degree in Social Work or related field plus 7 years of progressively responsible experience in the field of developmental disabilities, may be substituted for the advanced degree. In-depth knowledge of case management philosophies, techniques and procedures. General knowledge of current management theory and/or willingness to attend management seminars. Creativity, flexibility and the ability to establish a dialogue with vendors, families and the community. Ability to foster harmonious working relationships with all levels of employees. Knowledge of social, educational and mental health resources; ability to interpret and apply a variety of legal requirements and policy standards; ability to analyze administrative problems and propose effective changes; may be required to prepare statistical reports. Computer literacy a must. ELARC values candidates whose backgrounds, lived experience, cultural competency, and/or multilingual fluency reflect and strengthen the diverse communities we serve.

**BENEFITS OFFERED:**

Employer pays full premiums Medical, Dental, Vision, Long-Term Disability, and Life Insurance  
Pension Plan after 1 yr. service. Employer puts 9% no requirement to place any contributions  
14-16 holidays a year  
12 days of Sick Time  
4 days PTO  
2-6 weeks' Vacation

*\* Salary Range*

*The rate of pay offered to the selected candidate is based on internal pay policy and budget. New hires are commonly paid at the minimum of the wage range or within the lower part of the range. We consider a number of factors when making compensation decisions including, but not limited to, skill sets, experience, training and other department needs.*

**CLOSING DATE:**

**September 4, 2026**

**APPLY TO:**

**Office of Human Resources**

Internal candidates submit resume to

[kgonzalez@elarc.org](mailto:kgonzalez@elarc.org)

External candidates submit resume to

[JoinELARC@elarc.org](mailto:JoinELARC@elarc.org)

**Eastern Los Angeles Regional Center**

**EOE M/F/H/V/T**