



# Golden Gate Regional Center

*Supporting people with developmental disabilities since 1966*

**SUPERVISING SOCIAL WORKER - EARLY START (2 Openings)**

**SAN FRANCISCO      JOB NO: 599**

**SAN MATEO          JOB NO: 619**

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## **ABOUT THE AGENCY**

Do you want to make a difference in the lives of individuals with developmental disabilities? Golden Gate Regional Center is a non-profit organization that provides assistance to support individuals with developmental disabilities to lead independent and productive lives using Person Center Thinking approaches. We offer competitive pay, outstanding benefits, and a dynamic work environment. We have over 215 employees located in San Francisco, Marin and San Mateo counties.

## **ABOUT THE POSITION**

We are currently recruiting for two supervisory positions (San Francisco/Marin Counties and San Mateo Counties) within the department, which conducts the assessment for eligibility, case management and service coordination for early intervention services in the assigned counties for infants and toddlers from birth to 3 years of age. This position supervises 8 - 10 assigned service coordinators ensuring staff comply with the timely processing of request for services, annual and quarterly reports and other required paperwork. Acts as a liaison between the Agency, its vendors and community partners within the geographic area.

NOTE: Access to reliable transportation permitting travel to and between different locations throughout the day in order to perform the outlined responsibilities of the position.

## **DUTIES**

Supervise assigned service coordinators by providing leadership and coaching to staff to efficiently utilize time and resources while adhering to federally prescribed timeframes and agency procedures. Review and approve appropriate documentation prepared by service coordinator to ensure compliance with established standards.

Ensure initial and ongoing assessment of, and case management activities for individuals supported in the program. Develop and adapt training and coaching to fit the needs of staff's individual personality and learning styles.

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**Belong, Contribute, Thrive**

[www.ggrc.org](http://www.ggrc.org)

1355 Market Street, Suite 220  
San Francisco, CA 94103  
(415) 546-9222

3130 La Selva Street, Suite 202  
San Mateo, CA 94403  
(650) 574-9232

4000 Civic Center Drive, Suite 310  
San Rafael, CA 94903  
(415) 945-1600

With the Early Start leadership team, develop and implement program policies and procedures consistent across the two counties. Prepare monthly statistics of intake and referrals and other reports identifying trends to determine ongoing needs and effectiveness of program. Participate in the Supervisory On-Call rotation. Proactively plan and manage projects as assigned or as required while adapting to multiple and competing priorities on the job.

Represent Agency on internal, state and community committees and task forces as needed. Identify key community agencies and partners and coordinate outreach, community education and interagency efforts with generic resources and natural environments within all three counties. Facilitate and participate in vendor roundtable, group supervision, and other community meetings. Ensure vendors adhere to individual family services plan and IDEA requirements.

Participate in special projects, and assist with additional duties or tasks, as assigned. Ensure that all information related to individuals supported as confidential in compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), the California Lanterman Act and the required state and federal Early Start regulations.

## **EDUCATION AND EXPERIENCE**

- Master's Degree in Social Work or related human services field with 2 years of Regional Center experience desired or Bachelors Degree in Social Work or related human services field with 3 years of Regional Center experience required.

Note: Prior Case Management supervisory experience may be substituted for Regional Center experience

- Knowledge of state and federal regulations concerning Early Start regulations and services for supported infants and toddlers and their families;
- 3+ years of Regional Center experience with recent Early Start/Child Development experience and/or supervisory experience in Human Services agency desired;
- Experience in multi-cultural setting and/or multi-lingual capacity preferred.

## **SKILLS AND COMPETENCIES**

- Strong management skills with the proven ability to motivate, develop and lead staff while holding them accountable to meet the agency standards and legal requirements of their position;
- Ability to lead team with direction focused on individuals supported outcomes and values by resolving issues and using critical thinking skills to make decisions that are consistent with past practices and current business practices;

- Demonstrated knowledge of case management and early childhood principles, Early Start regulations and program requirements with the ability to interpret regulations to develop necessary procedures in compliance with requirements;
- Demonstrated ability to provide a balance of administrative and reflective supervision in an effective and reflective way;
- Knowledge of interview techniques to ensure person centered thinking and ability to coach and train staff and community partners to utilize proper techniques;
- Knowledge of principles, objectives and techniques of counseling families and individuals and normal and abnormal individual and group behavior, human growth and development of family relationships;
- Ability to provide creative and proactive problem solving and crisis management with staff and managers. Build partnerships and trust within the organization and community through collaboration, active listening and a willingness to implement to new ideas;
- Ability to communicate with and influence community and state agencies on program requirements, interpretations and details and intervene constructively on behalf of those supported and their families;
- Ability to develop standard business communications, using proper grammar, spelling and punctuation and to convey complex information and ideas in a clear, concise and professional manner in writing and verbally;
- Demonstrate respect and cultural awareness including linguistic, socioeconomic, and linguistic diversity.

Salary: mid 50's

**DO NOT HIT "REPLY" TO ADVERTISEMENT.** Resumes emailed, faxed or sent not sent through Agency's Applicant Tracking System will not be considered. Candidates should email cover letter and resume in a single PDF document with compensation requirements and resume to the links below.

SF/Marin Position: <https://home.eease.adp.com/recruit/?id=15211271>

San Mateo Position: <https://home.eease.adp.com/recruit/?id=15380911>

GGRC is an equal employment opportunity employer.