



INLAND REGIONAL CENTER

...valuing independence, inclusion and empowerment

P. O. Box 19037, San Bernardino, CA 92423

Telephone: (909) 890-3000

Fax: (909) 890-3116

ANNOUNCEMENT OF JOB OPENING

TITLE: Assistant Program Manager — Adult Services – Riverside West

MONTHLY SALARY: \$4664 - \$5669

STARTING DATE: Position Open Until Filled

POSITION DESCRIPTION Under the close direction of the Director, Adult Services is ultimately responsible for the effectiveness of the program and its compliance with agency requirements. Conduct case record reviews, and utilize other methods to ensure quality of program's performance; direct all community liaison activities of program. May supervise program members.

MINIMUM QUALIFICATIONS/CRITICAL CLASS REQUIREMENTS:

EDUCATION: Possession of a Master's Degree in Social Work, Nursing, or Public Health from an accredited school. Other Master's Degrees in the Human Service field will be considered.

AND

EXPERIENCE: Four years of experience in working with developmental disabilities and progressive experience in supervision.

May be required to be bilingual.

OTHER: Full use of an automobile, possession of a valid driver's license and automobile liability insurance for the minimum amount prescribed by law or ability to provide for independent transportation. Must have and maintain a safe driving record.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS: These job duties are performed in the office and in the community. Daily, they require the ability to sit or stand for long periods of time; and at least on a weekly basis, the ability to walk some distances on uneven terrain and to enter inaccessible facilities. These duties require the ability to operate office machinery requiring manual dexterity. Daily, 6-8 hours of reading, writing and phone work are required. Good oral and written communication skills are required daily. The use of an automobile is required on a daily basis.

APPLICATION PROCEDURE:

Submit a completed employment application.

TO: Inland Regional Center
Attn: Human Resources Dept.
1365 S. Waterman Ave.
San Bernardino CA 92408

MAIL TO: Inland Regional Center
P.O. BOX 19037
San Bernardino CA 92423
IRC WEBSITE: www.inlandrc.org
Hr_staff@inlandrc.org

CLOSING DATE: Applications accepted until position filled.

APPLICATION INFORMATION: The acceptance of your application will depend on whether you have clearly demonstrated that you meet the minimum requirements. Based on a review of your application and supportive information, only the 10 most qualified candidates will advance to the interview portion weighted at 100%. The interview will cover experience, personal suitability, education and general ability to perform the duties of the position.

DATE OF POSTING: May 2, 2012

STATE EQUAL OPPORTUNITY EMPLOYER