



Employment Opportunity

Title: **Vice President of Programs & Services**

Location: Employment & Community Options
8555 Aero Drive, Suite 102
San Diego, CA 92123

Hours: 8:00 a.m. – 5:00 p.m. Monday - Friday

Closing Date for Applications: May 22, 2009

Start Date of Position: July 1, 2009

Job Description

Employment & Community Options is seeking an exceptional leader to coordinate the overall management of programs and services through its five county service area. Responsibilities include supervising three Regional Directors and the Behavior Planning & Services Specialist, insuring the delivery of quality services, coordinating the overall training plan for the agency, developing new programs and services and maintaining accreditation standards.

The ideal candidate is a strong leader, who sees the “big picture”, holds the management team accountable, develops strong systems and processes, and maintains collaboration and consistency across all geographic locations.

Job Requirements

Knowledge/Skills and Abilities:

- Demonstrated leadership abilities.
- Best practices in community based services for adults with developmental disabilities.
- Knowledge of both Department of Rehabilitation and Department of Developmental Services/Regional Center services.
- Excellent staff development and management skills.
- Ability to prioritize and manage multiple responsibilities effectively.
- Excellent oral and written communication skills.
- Excellent computer skills including Microsoft Word, Excel, and Internet.
- Personal transportation required.
- Master’s Degree in Human Services field or related field preferred.
- Bachelor’s Degree in Education, Human Services or related field with a minimum of 5 years direct leadership and management experience in employment programs serving individuals with a wide range of abilities including those with significant cognitive challenges required.

Starting Salary

Ranging from \$5,100 - \$6,250 per month. Actual wage will be based upon level of education and experience. Benefits to include medical, dental, sick, vacation, long term disability, life Insurance and retirement.

How to Apply

Email cover letter, resume, and salary history to Shannon Jones, Human Resource Generalist at sjones@communityoptions.org or fax to (858) 565-9875. Mailing address 8555 Aero Drive, Suite 102, San Diego, CA 92123.

We are an Equal Opportunity Employer