

**Helping Hands East Bay**  
**2447 Santa Clara Avenue, Suite 201**  
**Alameda, CA 94501**  
**Phone: (510) 871-2187; Fax: (510) 871-2189**  
**www.hheb.org**

*Helping Hands East Bay is a 501 (c) 3 nonprofit organization dedicated to serving Asian immigrant individuals and families living with developmental disabilities who reside in north and central Alameda County. We have 4 programs: Tailored-day Service, Supported Employment, Community Integration Adult Day Program and Consumer/Family Support serving adult consumers and their families who are registered with Regional Center of the East Bay.*

### **JOB ANNOUNCEMENT**

#### **Program Manager – Tailored-Day Service and Supported Employment**

**Post Date:** August 27, 2024  
**Hours:** Full-time 100% FTE; Non-Exempt  
**Pay Range:** \$29 to \$32 per hour  
**Benefits:** Medical, Dental Insurances, Paid holidays, sick leave and vacation  
**Reports to:** Assistant Executive Director

**Job Duties:**

- Oversee the implementation of Tailored-day Service and Supported Employment Programs
- Recruit, train and supervise Vocational Trainers
- Screen referrals from Regional Center of the East Bay (RCEB) to determine eligibility and service hours
- Communicate with RCEB case managers to follow up on Purchase of Service authorizations
- Coordinate with Department of Rehabilitation (DOR) vocational counselors to set up service plan
- Assign accepted RCEB and DOR consumers to Vocational Trainer staff
- Monitor the development and implementation of ISP (Individualized Service Plan) for consumers
- Perform monthly electronic billing to RCEB and DOR for services rendered
- Provide outreach to employers as part of HHEB's overall Job Development Team to create employment opportunities for adult consumers
- May carry a small caseload of adult consumers to provide 1:1 training and support to individuals while they are working, participating in an internship, or during pre-employment training activities
- Complete required documentation, reports and case notes related to billing/service hours
- Coordinates preparation for CARF Accreditation survey
- Other management or administrative duties as assigned by the Assistant Executive Director

**Qualifications:**

- Bachelor's degree in human services or related fields; Master's degree preferred
- Experience in developmental disability or mental health services
- Experience with staff training and supervision
- Valid California Driver's license, auto insurance with bodily injury liability limit of at least \$100,000, and access to use of an automobile

**Please submit your resume and cover letter to Esther Chow at [echow@hheb.org](mailto:echow@hheb.org)**