The Epilepsy Foundation of San Diego County (EFSDC)

Programs and Client Services

TRANSFORM AND SAVE LIVES

Goals of the EFSDC:
- Improve self-esteem and social skills of children and adults with epilepsy.
- Increase individual and public understanding about the potential and needs of those with epilepsy regarding education, employment, recreation, and housing.
- Promote equal opportunity in employment and full participation in life.
- Increase awareness of the legal rights of persons with epilepsy.
- Promote prevention and early recognition of epilepsy.

Manages the planning, implementation, budget, and evaluation of the Foundation’s educational and support programs and outreach initiatives, that foster, in the San Diego community, an understanding of epilepsy and seizure first aid. Projects include family support management, in-service trainings, public presentations, educational conferences and seminars, and advocacy.

Client Services includes assistance, individual advocacy, crisis intervention, consultation and referrals to clients with epilepsy and their families when personal, medical, social, or environmental difficulties develop/exist that may impede quality of life.

TEAM WORK - GREAT ENVIRONMENT - PURPOSE - FUN

Responsibilities:

SUMMARY

Responsible for providing leadership and planning for programs and client services as well as ongoing development of the Social Work and Education. Develop quality measurement structures and processes to measure program operations and outcomes, provide strategic direction and development and assure programs and services including case management is practiced utilizing a systematic approach based on best practices.

The responsibilities of this role will be to develop plans for marketing and implementation of all programs and services, in addition to optimizing utilization of resources and assisting with resource development.

Position demands multiple skill domains including self starter, operations, education, consulting, leadership, technology expertise, and performance improvement. This role assists the Associate Director with Programs effectiveness with operational planning; provides direction to achieve level of supportive services and organizational objectives. Oversees budget development and maintains responsibility for achieving budgetary objectives.
DETAIL OF RESPONSIBILITIES:

1. Development and implementation of epilepsy support & education programs in the communities of San Diego and Imperial Counties;
2. Coordination of support services for families affected by epilepsy including referrals for services, the development and maintenance of a strong parent/family network and mentor program;
3. Providing of in-service training to personnel in educational, public, and private sectors;
4. Delivery of community education in the form of presentations, public seminars, and conferences;
5. Identification and development of public outreach opportunities and programs to increase support and interest in the EFSDC’s mission, goals and programs;
6. Management of summer camp program, scholarship and Winning Kid program; Kids Speak Up Speak Out, and School Nurse Training;
7. Maintenance of client database;
8. Production of annual program reports and statistics;
9. Writing of grant proposals to expand education and outreach programs;
10. Representation of the EFSDC to collaborative community agencies;
11. Recruitment, development & maintenance of working relationships with volunteers;
12. Coordination of incoming requests for epilepsy information;
13. Coordination of support services for individuals affected by epilepsy including referrals for services, and maintenance of resource library and referral files;
14. Identification of potential sources of funding (corporations, private donors, etc.)
15. Implementation of community e-newsletter;
16. Coordination of annual professional symposium “Annual Epilepsy Educational Conference”
17. Coordination of client support group meetings;
18. Establishment and coordination of teen support program;
19. Establishment and coordination of teen leadership program;
20. Promotion of client involvement in Sharon’s Ride, Run, & Walk
21. Review and interpretation of psycho-education assessments and other disability documentation;
22. Representation of the EFSDC to collaborative community agencies;
23. Development and maintenance of working relationships with volunteers;
24. Performance of other projects assigned by Executive Director.
25. Training & Implementation at the discretion of Executive Director in the following areas
   a. Conducting of professional in-service trainings for employers regarding employee rights and legal obligations
   b. Provision of advice to clients relating to rights and responsibilities under the ADA, the Rehabilitation Act, IDEA, Fair Housing Act, etc.;
   c. Coordination of information regarding driving issues in California;
Desired Qualifications Include:

1. Must possess strong skills in project management and written and verbal communication.
2. Must be a skilled decision maker that works proactively in a high stress environment.
3. Demonstrated ability to guide and act as a case manager for individuals and families.
4. Professional experience working with disability services, culturally diverse populations and commitment to social justice.
5. Experience in providing direct support services to individuals.
6. Demonstrated ability to represent the Foundation in a professional and ethical manner.
7. Demonstrated knowledge of and ability to communicate the Foundation’s purpose and mission;
8. Excellent written, oral, and interpersonal communication skills;
9. Proven ability in project planning and relationship building;
10. Demonstrated ability to work collaboratively and effectively handle multiple projects on various timelines in an extremely fast-paced environment;
11. Ability to work effectively with a diverse staff, community based organizations and partners;
12. Strong computer skills in MS Office, experience with database programs a plus;
13. **Demonstrated willingness** to work in varying conditions that may include weekends and/or evening events;
14. Grantwriting experience helpful;
15. Bilingual Spanish helpful;
16. Driver’s license, insurance, and vehicle required.