



**San Gabriel / Pomona
Regional Center**

SERVICE COORDINATOR

Full-time, Non-exempt

Salary Range - \$24.25- 39.14 Hourly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

The Position

Under the direction of the Manager of Client Services, the primary responsibility of this Service Coordinator is to provide service coordination to children, adults and their families.

Essential Job Functions

- Assists individuals with developmental disabilities and their families in locating services and programs within their community.
- Consults with Manager, Client Services Staff, appropriate liaison, and specialist staff of the Regional Center to arrange services for children served including medical, behavioral health services, psychological services, educational, vocational, and recreational programs, adaptive devices, and equipment.
- Explains available resources and services to individuals served and their families.
- Consults with the team regarding the children's needs.
- Conducts in-person meetings with children and their families and other agencies.
- Develops and implements Individual Family Service Plan (IFSP) for ages 0-3
- Develops and implements Individual Program Plan (IPP) for ages 3-adults
- Documents interim and annual reports within mandated timelines
- Writes inter-disciplinary notes.
- Initiates purchase of service (POS) through the Regional Center for clients who are ineligible for other sources of funding.
- Present cases at specialized committees as appropriate
- Sees to all aspects of the case management process.
- Performs other related duties that may be required.

Employment Standards

Bachelor Degree in social work, psychology, human development, sociology, public health nursing or a related field and one year experience in developmental disabilities or a related field. A Master's degree in a related field can be substituted for the required experience.

Knowledge and Abilities

- Knowledge of individuals with developmental disabilities
- Interview, counseling, and crisis intervention techniques
- Demonstrate the ability to independently plan and schedule work.
- Assess clients' needs and formulate goals and objectives.
- Demonstrate the ability to effectively communicate verbally and in writing.
- Must be able to multi-task and set priorities.
- Must be able to meet strict documentation timelines.
- Must be able to interact with others from a wide variety of cultural and social backgrounds.
- Knowledge of word processing software (Microsoft Word) is required.

Other Essential Requirements

- Service coordination is a community-based position that requires meeting with individuals serves and their families in their home, in the community, or in our office location.
- Frequent telephone, virtual, and out-of-office meetings are required.
- A valid driver's license, reliable transportation and minimum liability insurance coverage is required.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees dependents. We also offer dental coverage to dependents purchased by employees.
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employee's contribution.
- Participate in Tuition Reimbursement Program with up to \$10,000 annual reimbursement, contingent upon funding from the Department of Developmental Disabilities (DDS).
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- 9/80 Alternate Work Schedule
- Most positions are offered a hybrid-remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.