



**San Gabriel / Pomona
Regional Center**

Service Coordinator- Lanterman – Intake Department

Full Time, Non-exempt

Salary Range \$24.25- \$39.14

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 general direction of the Lanterman Intake Manager, the Intake Service Coordinator collects information, records, and assessments pertinent to determining whether an applicant for services has a condition that demonstrates eligibility for early intervention, provisional eligibility or for Lanterman Act services when applying California Code of Regulations Title 17, United States Code of Federal Regulation 34, and the Lanterman Act. When needed, if existing records are insufficient to make an eligibility decision, the Intake Service Coordinator, through coordination with the applicant for services or their legal representatives, will secure medical, occupational therapy, physical therapy, psychiatric, autism, neurology, psychological or behavior health treatment assessments to support the multidisciplinary review process to reach an eligibility decision.

Essential Job Functions

- Assists applicants and families with the regional center eligibility and admissions process.
- Meets with applicants and their families, explains the eligibility criteria, explains services offered by the regional center and conducts a family interview.
- Participates in the multidisciplinary team process in making decisions related to adaptive behaviors and provisional eligibility.
- Supports the coordination and scheduling of developmental or psychological evaluations and medical consultations with contracted clinicians.
- Gathers information and reviews applications to determine if assessment is warranted with understanding of co-morbid conditions.
- Prepares and presents cases at eligibility team reviews held with contracted psychologists, physicians, and families.
- Obtains any previous evaluations/assessments for purposes of determining the applicant's admission for services.
- Collaboratively works with clinical consultants and outside agencies to reach an informed

Essential Job Functions continued

- Decision about the applicant's admission into regional center services.
- Works with an interdisciplinary team to provide generic resources and recommendations for eligible and ineligible applicants.
- Participates in interdisciplinary meetings with other clinical staff, as needed.
- Coordinates aspects of case management as applicants and their families move through the admissions process.
- Monitors individuals assigned through the admissions process.
- Complies in meeting mandated timelines
- Performs other related duties as assigned.

Employment Standards

A bachelor's degree in social work, psychology, human services or other related field and two years case management 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
- 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

- 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 full-time employees. 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.
- 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 employees' contribution.
- 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
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer 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 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.