



San Gabriel / Pomona  
Regional Center

## **Self Determination Program (SDP) Support Specialist**

Full-time, Non-exempt

**Salary Range** - \$25.60 to \$49.13 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 a Specialized Services Manager- Special Projects, the primary responsibility of this position is to provide individuals served and their families direction and leadership for implementation of the Self-Determination Program. The SDP Support Specialist works in collaboration with the Lead SDP Support Specialists in supporting service coordinators and individuals served and their families with timely transitions to SDP. They also make accurate information available to regional center staff, individual served and families about SDP related services, including state and federal regulations that determine allowable and non-allowable use of SDP funds. The SDP Support Specialist understands the principles of self-determination, how services are obtained through SDP and the rights of SDP participants. The SDP Support Specialist embraces principles of continuous improvement as an agent of positive change and is an advocate for expanding the choices of individuals served, and advising Managers and Directors where adjustments are needed to support the SDP Support Specialist function as a method to help individuals served achieve their goals, and dreams in an inclusive society of endless opportunities.

### **Essential Job Functions**

- Participates in the assessment of needs and coordination of services related to SDP.
- Ensures that services are planned and delivered within the Person-Centered Planning model.
- Reviews 12-month expenditure reports and policies for purchase of services
- Assists in the development of Individual Budgets and review of Spending Plans
- Works collaboratively with the Fiscal Department
- Interacts with Independent Facilitators and FMS providers, individuals and/or family members as required in the SDP process.
- Maintains effective communication and provides solutions within a timely manner.
- Ensures compliance of agency standards, policies, procedures, and development of SDP training material
- Participates in weekly SDP Clinic meetings as well as separate SDP SC coaching sessions.
- Participate in developing and implementing Self Determination training activities.
- Participates in the planning and/or implementation of SDP project activities.
- Assists with process for Notices of Proposed Action regarding SDP unmet needs.
- Participate in other job duties as deemed necessary including and not limited to service coordinator case management of approximately 1:30
- Writes inter-disciplinary notes.
- 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 two years' experience in developmental disabilities or a related field. A Master's degree in a related field can be substituted for one year of the required experience.

## **Knowledge and Abilities**

- Knowledge of individuals with developmental disabilities
- Knowledge of interviewing, counseling, and crisis intervention techniques
- Demonstrate the ability to independently plan and schedule work.
- Ability to assess individuals' 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**

Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.

## **SG/PRC Offers an Excellent Benefits Package including:**

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees. Dependents coverage is offered and available for purchase 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 Vision plan for employees
- 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
- 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.
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- Participate in the Public Service Loan Forgiveness program

## **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.