

Westside Regional Center

Request for Applications (RFA)

Date: 4/18/18

Westside Regional Center (WRC) is a state-funded, private, non-profit agency dedicated to serving children and adults with developmental disabilities in Western Los Angeles County. WRC is located in Culver City and offers service coordination and provision of resources and support to people with developmental disabilities (i.e., intellectual disability, autism, cerebral palsy, epilepsy, and conditions similar to intellectual disability that require similar services).

WRC is accepting letters of interest for a consultant/vendor **Intake Counselor** to perform interdisciplinary assessment services to help determine eligibility for regional center services for children birth to three years of age.

REQUIREMENTS FOR SERVICE DELIVERY

1. Initiate contact with the family to gather required clinical, developmental, and demographic data from families, and other sources, needed to develop a psychosocial report.
2. Complete necessary paperwork to submit to WRC's Interdisciplinary Team in a timely manner.
3. Maintain ongoing communication with the family throughout the intake process until the eligibility determination is made.
4. Applicants must meet the following qualifications:
 - a. Bachelor's Degree in Child Development or related fields e.g., Psychology, Education, Social Work, Sociology, OR Associate in Arts Degree with at least 3 years of experience in childhood development.
 - a. Knowledge of early typical development and familiarity with developmental disabilities.
 - b. Developmental observation and assessment of children including recognition of typical and atypical development.
 - c. Effective culturally competent and family-centered communication, guidance, and education about development and community resources.
 - d. Self-motivation, enthusiasm, strong organization skills, and ability to work efficiently and independently.
 - e. Excellent writing and documentation skills.
 - f. Bilingual English/Spanish or other languages preferred.

CONTENTS OF LETTER OF INTEREST

Please mail a one-page letter of interest and a resume to **Cristina Azantian, OTR/L Westside Regional Center, 5901 Green Valley Circle, Suite 320, Culver City, CA 90230** or scan and email the documents to crisotr@westsiderc.org.

INQUIRIES

All additional inquiries regarding this application should be directed to Cristina Azantian at (310) 258 4088. Technical assistance is limited to information on the requirements for the letter of intent.