

Westside Regional Center

Request for Applications (RFA)

Date: 5/10/2019

Westside Regional Center (WRC) is a state-funded, private, non-profit agency dedicated to serving children and adults with developmental disabilities. WRC is located in Culver City and offers service coordination and provision of resources and support to people with developmental disabilities like intellectual disability, autism, cerebral palsy, epilepsy.

WRC is accepting applications for a consultant/vendor **Lead Nurse Consultant** to perform the following services:

REQUIREMENTS FOR SERVICE DELIVERY

1. Perform nursing assessments, including home and hospital visits and follow-ups.
2. Identify needs and appropriate health services and evaluate the effectiveness of existing health care interventions focusing on a preventive approach to potential health care problems.
3. Educate and coordinates appropriate referrals and follow-up through home visits and communication with clients, guardians of clients, healthcare providers, and insurance providers.
4. Assist with hospital discharge planning and advocacy.
5. Provide health education in the field and at the agency for both staff and community.
6. Serve as a member of an Interdisciplinary team providing total quality management of health and social services with an interdisciplinary approach for consumers and their family members.
7. Review purchase of service requests for health related ancillary services; morbidity and mortality reports; medical records, Medi-Cal chronic conditions and polypharmacy reports and SIR follow-ups.
8. Assist in obtaining medical records and facilitate surgical and procedural consents.
9. Perform vision & hearing screenings, as needed, and attend meetings & staffings, as requested.
10. Provide recommendations for assessment and service coordination for staff regarding appropriate agencies, vendors, and related services to meet needs.
11. Provide ID notes, consultation notes and nursing assessment reports for service coordinators and physician consultants.

QUALIFICATIONS FOR SERVICE DELIVERY

- Baccalaureate registered nurse experienced in working with individuals with developmental disabilities,
- Knowledgeable in public health systems, regulations, and requirements,
- Ability to work as a team member with multidisciplinary professionals, community service providers, individuals receiving services from Westside Regional Center and their family members,
- Leadership in family/client focused service delivery and development,
- Valid California driver's license and reliable transportation
- Current auto and malpractice insurance
- Skilled in Microsoft Office, data entry, and use of business mail.
- Bilingual in Spanish and English preferred.

The position allows for flexible hours and does not require on-call services, no weekend or evening hours.

CONTENTS OF LETTER OF INTEREST

Please mail a one-page letter of interest and a resume to **Director of Clinical Services, Westside Regional Center, 5901 Green Valley Circle, Suite 320, Culver City, CA 90230** or email the documents to **Tomk@westsiderc.org**.

All additional inquiries regarding this application should be directed to Dr. Tom Kelly at (310) 258 4171.

Technical assistance is limited to information on the requirements for the letter of intent.

Award of these projects is at the sole discretion of the selection committee at Westside Regional Center. If there is no appropriate applicant, the contract will not be awarded. The decision of the selection committee is final and not subject to appeal. Employees of regional centers and Area Boards are not eligible to apply. Current employees of State Developmental Centers may apply, but are subject to approval following AB 1106 guidelines provided by the Department of Developmental Services (DDS). 1