

RESOURCE / DATA SPECIALIST POSITION POSTING

Posting Date: July 1, 2021
Closing Date: August 31, 2021

Agency Description

Westside Regional Center (WRC) is a 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, health education, and provision of resources and support to people with developmental disabilities (e.g., intellectual disability, autism, cerebral palsy, epilepsy).

Position Description

To support implementation of *Help Me Grow Los Angeles Pathways* grant-funded project from First 5 LA, we seek a Resource/ Data Specialist to work collaboratively with WRC and Westside Family Resource and Empowerment Center (WFREC). The Specialist will contribute to collaborative efforts to strengthen key components across systems providing early identification and intervention services to children birth to five with, or at risk for, developmental delays and/or disabilities.

Key Duties and Responsibilities:

- Develop matrix of resources and coordinate data integration
- Create and manage organizational pages in OneDegree (1degree.org)
- Monitor and respond to referrals from OneDegree accounts
- Draft correspondence on project-related issues and prepare and update periodic reports, briefing notes, and other documentation
- Monitor project outcomes and contribute to ongoing planning to meet grant deliverables

Qualifications:

- Undergraduate/graduate degree, or equivalent work experience, in public health, social work, psychology, or other related fields preferred
- Interests in systems of services to strengthen families and improve outcomes of children birth to five
- Excellent verbal, interpersonal, and written communication skills.
- Familiarity with Microsoft Office and data entry
- Familiarity with social services/government organizations (e.g. regional or family resource centers)

This is a part-time (up to 10 hours per week; \$25/hour) contract position with flexible hours and secured funding by a two-year *Help Me Grow – Los Angeles Pathways* First 5 LA grant.

Contact Information

For consideration, please email a cover letter and current resume to Aga Spatzier at agas@westsiderc.org. Please call Aga at 310 258 4254, if you have any questions.