

Westside Regional Center

Request for Applications (RFA)

Date: 12/1/2021

Westside Regional Center (WRC) is a non-profit agency dedicated to serving individuals with developmental disabilities. WRC offers service coordination, health education, and provision of resources and support to people with developmental disabilities (i.e., intellectual disability, autism, cerebral palsy, epilepsy, and conditions like intellectual disability that require similar services).

WRC is accepting letters of interest for a **Health Screening/Assessment Consultant** to conduct health screenings with providers supporting individuals served by WRC by collecting and inputting information into a web-based tool that identifies health risks and provides actionable steps to mitigate those risks. Training on the web-based tool will be provided. We are seeking a friendly, patient, and detail-oriented consultant for up to 10 hours per week. Contract duration is for 12 months.

REQUIREMENTS FOR SERVICE DELIVERY

1. Experience conducting confidential assessments / interviews and recording detailed information in an electronic database
2. Excellent interpersonal skills and ability to work well in a team setting with a diverse group of people
3. Outstanding communication (oral and written) and organizational skills
4. Experience or knowledge about health and safety of individuals with developmental disabilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Complete 5hour, self-paced online Health Risk Screening Tool (HRST) orientation and rater trainings
2. Conduct weekly accurate health risk screening with support staff of individuals served by WRC (including setting up meeting times (Zoom or in-person), interfacing with providers to collect data, inputting information into online HRST, as well as updating information with applicable changes in health status) and to demonstrate best practices when using HRST
3. Participate in a weekly Clinical Team meetings to present screening findings and assist in developing recommendations and programming needs.

CONTENTS OF LETTER OF INTEREST

Please mail a one-page letter of interest, resume, and two references or recommendations letters to Dr. Tom Kelly, Westside Regional Center, 5901 Green Valley Circle Suite 320, Culver City, CA 90230 or emailed to tomk@westsiderc.org

INQUIRIES

All additional inquiries regarding the 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).