



Service Coordinator
Multiple Positions Available
Closing Date: Open Until Filled

Classification: Non-Exempt

Salary Range:

Tier I (Entry Level): \$19.54 – \$23.77/hourly

Tier II (Intermediate): \$24.35 – \$29.60/hourly

Tier III (Proficient): \$30.34 – \$39.81/hourly

PURPOSE: To support uncovered caseloads and act as onsite liaison between clients and service providers and/or DDS regarding the facilitation of client care and services, and to collaborate with the Program Manager in the review and decision-making process regarding the facilitation of appropriate care and service requests and to further the mission and purpose of Westside Regional Center. Provide case management and crisis intervention for developmentally disabled individuals and their families; caseload may include children and/or adults

NATURE OF WORK:

1. To develop and oversee the implementation of a service plan to address the support needs of consumers assigned to the Service Coordinator's caseload, including:
 - IPP/IFSP meetings held annually; generally, in client's birth month, on demand, or as otherwise agreed by the Program Manager.
 - IPP/IFSP reports submitted within 30 calendar days of IPP meeting.
 - Face-to-face quarterly contact and review in which narrative checklists are completed and signed by the client.
2. To efficiently and effectively coordinate both Regional Center and generic funding resources for clients.
3. To document and input into the system ongoing, including ID notes (preferably daily) and in no event less frequently than on a weekly basis.
4. To author and submit SIRS (as well as APS, DCFS and all other licensing or law enforcement agency as appropriate pursuant to Title 17, Section 54327.1.
5. To complete and submit POS request forms prior to onset of service being requested.
6. To upload to the server a minimum productivity of 400 Title XIX units per month.
7. To respond to telephone contact with consumers, family members, service providers and other agencies, while adhering to WRC's policy of returning all calls no later than the end of the workday following the day in which the call is received. Telecommute is defined as a workday.

**This is not an exhaustive list of task; full job description available upon request.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- Background in Social Work, Psychology, Special Education, Healthcare, or another related field.
- BA with five years of experience in above disciplines; must have experience working with developmentally disabled community
- MA/MSW with a minimum of three years of experience working with developmentally disabled community highly preferred

This position will primarily be based in the office; however, remote work may also be available.

Per California state mandate, the COVID-19 vaccination is required for all regional center employees. Proof of vaccination AND booster is required by at the time of hire; also, this position may be subject to weekly testing and other health and safety requirements.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

If interested, please send resume and cover letter to Jobs-WRC@Westsiderc.org with position title in the subject line.