



Service Access & Training Specialist

Requisition # HW- SAT0208723-1

Closing Date: Open Until Filled

Classification: Exempt

Salary Range: \$54,598.95 - \$66,365.46 Annually DOE

Purpose:

The Service Access & Training Specialist will assist WRC in increasing the number of culturally competent, bilingual providers in our service area. This will include identifying the unmet cultural and linguistic service needs of the individuals we support (and their family members) and developing a plan to meet those needs. They will also assist in identifying, coordinating, and planning culturally relevant staff trainings.

Nature of Work:

Resource Development

- Analyzes the current list of service providers by service code and identifies areas of need with the goal of increasing access and utilization of services
- Develops an outreach plan for recruiting potential providers within our service area
- Participates in the development of Request for Proposals (RFP) to ensure potential applicants reflect the cultural and linguistic needs of the community served, requested services are delivered in underserved zip codes, and/or hours of operation meet the scheduling needs of families (e.g., after 5:00 PM, weekends)
- Develops and maintains the WRC Service Provider Network online directory

Onboarding & Professional Development

- Collaborates with the Diversity, Equity, and Inclusion Auditor to identify professional development and onboarding training needs
- Coordinates ongoing staff trainings which include, but is not limited to, topics on cultural competency, motivational interviewing, LGBTQIA+, HIPAA, etc.
- Will receive training to become a certified person-centered thinking (PCT) trainer

Requirements:

- Bachelor's degree in business administration, management, healthcare, human services, or other related fields; Master's degree in Business, Healthcare, Human Services, or related field preferred.
- Two (2) years of experience working with local minority groups or two (2) years of experience working with individuals with developmental disabilities
- Knowledge of developmental disabilities and the regional center system

This position is based in the office/onsite daily; however, remote work may also be available occasionally. This a full time, non-exempt role and hours may varies based on the needs of the Westside Regional Center.

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.

Apply at Jobs-WRC@WestsideRC.org and reference the Requisition Number and Title in your email.