



**Self-Determination Program (SDP) Service Coordinator**

**Multiple Positions Available (4)**

**Closing Date:** Open Until Filled

**Classification:** Non-Exempt

**Salary Range:** \$54,521.16 - \$61,575.48

*Depending on Experience*

**PURPOSE:**

Under the direction of the SDP Program Manager, the primary responsibility of this position is to provide individual served and their families direction and leadership for implementation of the Self-Determination Program. Works in collaboration with Participant Choice Specialist in supporting service coordinators and individuals served and their families with timely transitions to SDP. Make accurate information available to Regional Center staff, individual served and families about SDP related services, including state and federal regulations that determine allowable and non-allowable use of SDP funds. Understands the principles of self-determination, how services are obtained through SDP and the rights of SDP participants. The SDP Service Coordinator embraces principles of continuous improvement as an agent of positive change and is an advocate for expanding the choices of individuals served, and advising Managers and Directors where adjustments are needed to support the SDP Service Coordinator function as a method to help individuals served achieve their goals, and dreams in an inclusive society of endless opportunities.

Essential Job Duties

- Participates in the assessment of needs and coordination of services related to SDP.
- Ensures that services are planned and delivered within the Person-Centered Planning model.
- Reviews 12-month expenditure reports and policies for purchase of services.
- Assists in the development of Individual Budgets and review of Spending Plans.
- Works collaboratively with Fiscal Department.
- Interacts with Independent Facilitators and FMS providers, individuals and/or family members as required in the SDP process.
- Maintains effective communication and provides solution within a timely manner.
- Ensures compliance of agency standards, policies, procedures and development of SDP training material.
- Participates in weekly SDP Clinic meetings as well as separate SDP SC coaching sessions.
- Participate in developing and implementing Self Determination training activities.
- Participates in the planning and/or implementation of SDP project activities.
- Participate in SDP planning bi-weekly meetings, SDP DDS monthly meetings, SDP & FMS monthly meetings, Local Volunteer Advisory Committee (LVAC) monthly meetings, Community orientation sessions, as needed.
- Assists with process for Notices of Proposed Action regarding SDP unmet needs.
- Participate in other job duties as deemed necessary including and not limited to service coordinator case management of 1:40
- Writes inter-disciplinary notes.
- Sees to all aspects of the case management process.
- Performs other related duties that may be required.

Competencies

- **Teamwork:** values others, cooperates, is flexible, and collaborates.
- **Respectful Communication:** has patience, manages own reactions, and ensures understanding.
- **Professionalism:** Respects the Agency and its employees, is positive, responds, follows through, and maintains boundaries.
- **Acknowledge Differences:** shows cultural awareness and is mindful of others.

**Educational Requirements:**

Bachelor's degree in social work, psychology, human development, sociology, public health nursing or a related field and two years' experience in developmental disabilities or a related field. A Master's degree in a related field can be substituted for one year of the required experience.

#### Knowledge and Abilities

- Knowledge of individuals with developmental disabilities
- Knowledge of interviewing, counseling and crisis intervention techniques
- Demonstrate the ability to independently plan and schedule work.
- Ability to assess individuals' needs and formulate goals and objectives.
- Demonstrate the ability to effectively communicate verbally and in writing.
- Must be able to multi-task and set priorities.
- Must be able to meet strict documentation timelines.
- Must be able to interact with others from a wide variety of cultural and social backgrounds.
- Knowledge of word processing software (Microsoft Word) is required.

#### Other Requirements

Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.

#### Application Procedure

**Internal Candidate:** A Resume and Letter of Interest must be submitted to the Human Resources Division **by the In-House Closing Date.** [Internal Applications](#) is required before interviews will be scheduled.

**Interview Procedure:** An application will be **REQUIRED** for the interview process. Only qualified applicants will be considered. The final selection is made by the Director of Client Services.

[www.WestsideRC.org](http://www.WestsideRC.org)