



## **Home and Community Based Services (HCBS) Specialist**

Requisition # COMM-HCBS112423

Closing Date: Open Until Filled

Classification: Exempt

Salary Range: \$54,919.7542 - \$62,062.7488

*Depending on Experience*

### **Purpose:**

Under the direction of the **Director of Community Services**, and the **HCBS Manager**, the Home and Community Based Services (HCBS) Specialist will work closely with the Westside Regional Center (WRC) Quality Assurance team, responsible for monitoring, supporting, and evaluating the regional center's vendored service providers to ensure compliance with state and federal Home and Community Based Services Final Rule requirements.

### **Nature of Work:**

#### **Program Monitoring**

- Review service provider operations to evaluate for compliance with all applicable federal standards.
- Development of technical support plans to support providers in maintaining compliance with HCBS requirements.
- Develop and facilitate trainings to assist service providers and WRC personnel in increasing understanding of HCBS standards and adoption of practices to promote ongoing compliance.
- Maintain awareness of promising statewide practices and state policy positions so as to support WRC

#### **Program Development**

- Collaborate with WRC Community Services Specialists in review of new vendor proposals to promote initial new vendor compliance with the HCBS settings rules
- Participate in development and review of Requests for Proposals to promote early HCBS adoption in new services.
- Work closely with WRC PCT Trainers to promote person centered planning among WRC service providers.

### **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.
- At least two (2) years of experience working with the Regional Center system, as staff or service provider, with duties including program evaluation and monitoring.

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

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](mailto:Jobs-WRC@WestsideRC.org) and reference the Requisition Number and Title in your email.