

SAN GABRIEL/POMONA REGIONAL CENTER CAREER OPPORTUNITY ANNOUNCEMENT

Title: Service Coordinator

Some Position may require Bilingual: English/Spanish or English/Chinese

Starting Salary

\$17.28 Hourly	\$1,382.40 Biweekly	\$2,995.20 Monthly	\$35,942.40 Annually
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Position Description: This position reports to the Manager, Client Services. This position assists clients with developmental disabilities and their families in locating services and programs within their community. This position consults with the Manager, Client Services, appropriate liaison and specialist staff of the Regional Center to arrange services for clients including medical, psychological services, educational, vocational and recreational programs; adaptive devices and equipment; explains available resources and services to clients and their families and consults with them regarding the client's needs and implementation of the Individual Program Plan (IPP); initiates purchase of service through the Regional Center for clients who are ineligible for other sources of funding and present cases at Service Review; sees to all aspects of the case management process; and performs other related duties that may be required.

Education/Experience: Graduation from an accredited College/University with a BA/BS degree in social work, psychology, human development, sociology, public health nursing or a related field and one year experience in developmental disabilities or a related field. Or Graduation from an accredited educational institution with a BA/BS degree in social work, psychology, human development, sociology, public health nursing or a related field and any combination of training and/or experience that could likely provide the desired knowledge and abilities. A Master's degree in a related field can be substituted for the required experience.

Knowledge and Abilities: Knowledge of individuals with developmental disabilities; theories and stages of human growth and development; interview, counseling and crisis intervention techniques; medical and psychological terminology. Demonstrate the ability to independently plan and schedule work; assess clients' needs and formulate goals and objectives. Also demonstrate the ability to effectively communicate verbally and in writing; set priorities; interact with others from a wide variety of cultural and social backgrounds. Knowledge of word processing software (Microsoft Word) is required. A written case study will be administered and assessed.

Examples of 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 and follows through, and maintains boundaries.

Acknowledge Differences: shows cultural awareness and is mindful of others.

Continuous Learning: Is technically competent, demonstrates good judgment, and maintains and builds own skills.

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

Application Procedure

External Application Procedure: Complete an application at, or mail an application to: San Gabriel/Pomona Regional Center, 761 Corporate Center Drive, Pomona, CA 91768. The fax number is (909) 622-1873; e-mail address cjimeno@sgprc.org.

Interview Procedure Guidelines: An application will be required for the interview process. Based upon a review of your application and supportive information, only qualified applicants will be considered for the interview process. The interview will cover education and experience requirements. To be considered for this vacancy depends on whether you have demonstrated, through various phases of the interview process, that you meet the minimum requirements. This Career Opportunity posting is designed to offer guidelines. San Gabriel/Pomona Regional Center reserves the right to change these guidelines at any time, with or without notice. The final selection is made by the supervisor with the vacancy

SAN GABRIEL/POMONA REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

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