

**SAN GABRIEL/POMONA REGIONAL CENTER
CAREER OPPORTUNITY ANNOUNCEMENT**

Title: Service Coordinator

Salary

\$19.49 Hourly	\$1,559.47 Bi-weekly	\$3,378.86 Monthly	\$40,546.27 Annually	
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Essential Job Duties:

- Assists clients with developmental disabilities, their families and care providers in locating services and programs within their community
- Consults with Manager, Client Services Staff, 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, their families, and care providers
- Consults with clients, their families, and care providers regarding the client's needs
- Conducts meetings with clients, their families, care providers and other agencies
- Develops and implements Individual Program Plans (IPP)
- Documents interim and annual reports within mandated timelines
- Writes inter-disciplinary notes
- Initiates purchase of service (POS) through the Regional Center for clients who are ineligible for other sources of funding
- Present cases at Service Review
- Sees to all aspects of the case management process
- Performs other related duties that may be required

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, 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

Education/Experience:

Bachelor 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. 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
- 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

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 to: San Gabriel/Pomona Regional Center, 75 Rancho Camino Drive, Pomona, CA 91766. Fax (909) 622-1873; Direct Line (909) 620-7722; e-mail hr-sgprc@sgprc.org

Interview Procedure Guidelines: An application will be **REQUIRED** for the interview process. Only qualified applicants will be considered. The final selection is made by the supervisor with the vacancy.

SAN GABRIEL/POMONA REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

www.sgprc.org