



San Gabriel / Pomona
Regional Center

SERVICE COORDINATOR Adult Services Unit III

Full-time, Non-exempt

Salary Range - \$24.25- \$39.14 Hourly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 30 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, to adults and aging adults.

The Position

Under the direction of the Manager of Adult Services Unit III, the primary responsibility of this Service Coordinator is to provide service coordination to Adults and their families.

Essential Job Functions

- Consults with Manager, appropriate liaisons, and specialist staff of the Regional Center to arrange services for individuals served including medical, psychological, educational, vocational, and recreational services, adaptive devices and equipment
- Explains available resources and services to those we serve and their families
- Consults with the individual whom we serve, their families, and vendors regarding the individual's needs
- Conducts in-person meetings with individuals we serve, their families, vendors 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 individuals who are ineligible for other sources of funding
- Presents cases at specialized committees, as needed.
- Sees to all aspects of the case management process
- Other duties as required

Employment Standards

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 preferred. A Master's degree in a related field can be substituted for the preferred experience.

Knowledge and Abilities

- Knowledge of individuals with developmental disabilities
- Interview, counseling, and crisis intervention techniques
- Demonstrate the ability to independently plan and schedule work.

Knowledge and Abilities continued

- Assess clients' 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 Essential Requirements

- Service coordination is a community-based position that requires meeting with individuals serves and their families in their home, in the community, or in our office location.
- Frequent telephone, virtual, and out-of-office meetings are required.
- A valid driver's license, reliable transportation and minimum liability insurance coverage is required.

SG/PRC Offers an Excellent Benefits Package including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for full-time employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers a 403 (b) matching plan and matches up to 6.2% of the employees' contribution.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone awards and appreciation time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 9/80 Alternate Work Schedule
- Most positions offer a hybrid remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.