



San Gabriel / Pomona
Regional Center

SERVICE COORDINATOR- 1:25 Specialized Caseload Transition Services Unit III

Full-time, Non-exempt

Salary Range - \$25.60- 49.13 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

This position was created as a result of Trailer Bill Language (SB 81) that amended WIC Section 4640.6 to develop a specialized caseload averaging 1:25 ratio for people with complex needs. This position will maintain a caseload of individuals meeting specific criteria for a maximum of 12 months. The intent is to provide intensive service coordination, facilitate stabilization, and transition back to a traditional caseload. This position will report to the Manager in Transition Services III.

Complex Needs:

As defined in the 4640.6, the current definition of complex needs includes:

- Individuals receiving regional center-funded mobile crisis services by a Department-approved vendor or has received those services within the past six months (Service code 017 such as CBEM).
- Individuals receiving state-operated crisis assessment stabilization team services or has received those services within the past six months (CAST Program).
- Individuals placed in a community crisis home, as defined in Section 4698.
- Individuals placed in an acute crisis home operated by the Department, pursuant to Section 4418.7. (STAR Program)
- Individuals placed in a locked psychiatric setting or has been placed in a locked psychiatric setting in the past six months.
- Individuals placed in an institution for mental disease, as described in Part 5 (commencing with Section 5900) of Division 5.
- Individuals placed out of state as a result of appropriate services being unavailable within the state, pursuant to Section 4519.
- Individuals placed in a county jail and eligible for diversion pursuant to Chapter 2.8 (commencing with Section 1001.20) of Title 6 of Part 2 of the Penal Code or found incompetent to stand trial as described in Section 1370.1 of the Penal Code.
- Individuals the Department has determined cannot be safely served in a developmental center, as described in Section 6510.5.
- Individuals currently receiving services in a delayed egress/secured perimeter home.
- Individuals receiving services in an Enhanced Behavior Support Home.
- Individuals with or at high risk for forensic involvement.
- Individuals with multiple hospitalizations (medical or psychiatric) within the last six months.
- Individuals with chronic homelessness.
- Individuals who are dually diagnosed (substance abuse or mental health).
- Individuals receiving specialized services (residential or day).
- Any other individual who has multiple issues securing services or is at-risk of needing a more restrictive setting as recommended by SG/PRC internal review team.

Essential Job Functions

- Track and ensure compliance with the 12-month maximum assignment to the specialized caseload.
- At the completion of the 12 months maximum, will assist in the transition to a traditional caseload.
- Helps to determine and monitor those who will need to transition to the specialized caseload.
- Assists in the transition from the specialized to a traditional caseload.
- Provides intense service coordination to those with complex needs, which includes heightened frequency of contact visits.
- Works with specialized service providers to help ensure the unique needs of the individuals assigned to the caseload are met.
- Assists clients with developmental disabilities and their families 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 and their families.
- Consults with clients and their families regarding the client's needs.
- Conducts meetings with clients and their families and other agencies.
- Develops and implements Individual Program Plans (IPP) within mandated timelines.
- 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 to various internal agency committees, including Living Options Committee and Employment Options Committee
- Participates in the Community Placement Plan (CPP) and Community Resource Development Program (CRDP) meetings and calls.
- Sees to all aspects of the case management process.
- Performs other related duties that may be 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. 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 Essential Requirements

- Service coordination is a community-based position that requires meeting with individuals served 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.