



San Gabriel / Pomona
Regional Center

NURSE - Clinical Services Department

Full-time, Regular, Exempt

Salary Range - \$36.80- 63.16 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 general direction of the Nurse Manager, provides coordination and consultation to Regional Center staff, service providers, clients, and families regarding health and developmental needs and standards of nursing care. Duties include but are not limited to the essential job duties listed below. The primary focus is to provide assessment, conduct evaluation, provide consultation, and coordination of care that are within the nursing scope of practice.

Essential Job Functions

- Provides coordination and consultation to Regional Center staff, service providers, clients, and families regarding the health and medical needs of individuals that are within the nursing scope of practice.
- Provides support and information regarding medical terminologies, disease process, medical and surgical procedures, etc. to regional center staff, clients, and families.
- Conduct evaluation visits and develop nursing assessments for level of care, respite care, significant change in condition, and identification of medical needs for appropriate facility placement.
- Provides support, monitors, and prepares monthly reports for the ARFPSHN homes.
- Coordinates with SGPRC Medical Consultant and Client Consultation Committee for high-risk cases.
- Create educational presentations to staff, parents, providers, and community groups on health-related issues and disease prevention.
- Coordinate with Quality Assurance Unit and Placement Committee to determine if appropriate medical care was provided by the facilities.
- Conduct a nursing death review to support M&M Committee in determining appropriate medical care provided by facilities.
- Coordinate with local health care providers and hospitals regarding client health needs.
- Act as an Executive Director Designee providing consents for medical and dental procedures for clients.
- Performs other related duties as required.

Employment Standards

Bachelor's degree in nursing, a valid R.N. license, and a certificate in Public Health Nursing is required. Four years of progressively responsible experience in public health nursing or any combination of training and/or experience that could provide the desired knowledge is preferred. Master's degree in a related field can be substituted for one year of the required experience.

Knowledge and Abilities

- Knowledge of the characteristics and health care needs of high-risk infants and persons with developmental disabilities
- Knowledge of general nursing care and scope of practice
- Methods and techniques used in acute care nursing facilities
- Quality management principles
- Effective training skills including oral and written presentations
- Effectively plan and organize various job requirements
- Adhere to highest standards of quality in an efficient manner
- Adapt to changing priorities

Other Essential Requirements

- 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.