



San Gabriel / Pomona  
Regional Center

## **FLOATER SERVICE COORDINATOR**

### **On Duty and Floater Services Department**

Part-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 general direction of the On Duty and Floater Services Department Manager, the Part-time Floater Service Coordinator (SC) Position works 20 hours per week and is responsible for supporting caseloads that are temporarily vacant by assisting with all aspects of the case management services.

### **Essential Job Functions**

- Provides support to caseloads that are temporarily vacant and assists with all aspects of the case management services.
- Explains available resources and services to individuals and their families.
- Assists individuals with developmental disabilities and their families in locating services and programs within their community.
- Provides generic resources and recommendations for Regional Center services.
- Consults with Manager, appropriate liaisons, and specialist staff of the Regional Center to arrange services for individuals that are served including medical, psychological services, educational, vocational, and recreational programs, adaptive devices, and equipment.
- Conducts meetings with individuals we serve, their families, vendors, school districts, and other agencies.
- Consults with the individual whom we serve, their families, and vendors regarding the individual's needs.
- Develops and implements Individual Program Plans (IPP)
- Documents interim and annual reports within mandated timelines
- Writes inter-disciplinary notes.
- Performs other related 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. A Master's degree in a related field can be substituted for the required 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.
- 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 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.
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- 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 employee's contribution.
- Participate in Tuition Reimbursement Program with up to \$10,000 annual reimbursement, contingent upon funding from the Department of Developmental Disabilities (DDS).
- 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.
- 9/80 Alternate Work Schedule
- Most positions are offered 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.