



**San Gabriel / Pomona
Regional Center**

Special Incident Report (SIR) Coordinator

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

Under general supervision of the Specialized Services Manager of Clinical Services, the position coordinates and organizes the agency's SIR process.

Essential Job Functions

- Reviews and approves SIRs for submission to Department of Developmental Services (DDS) daily
- Monitors, coordinates and tracks SIRs and follow-up.
- Ensures that agency is adhering to all regulatory timelines as identified by Title 17 and Welfare and Institutions Code.
- Assist in the implementation of all SIR policies and procedures.
- Provides consultation and guidance to SG.PRC staff regarding special incidents.
- Responds to inquiries or follow up, both internally and externally, including with the Department of Developmental Services (DDS).
- Performs SIR trend analysis. Specifically identifies SIR trends for vendors, vendor categories and type of incidents and relays this information to Supervisor and related committees.
- Responsible for generating and distributing overdue SIR report weekly.
- Responsible for routing of SIRS to all appropriate parties.
- Maintains a central SIR tracking system for identified categories.
- Assists in conducting SIR training with agency staff.
- Assist in inputting and maintaining updates and tracking in related portals.
- Participates in the Risk Management and Mortality & Morbidity Committee.
- This position may provide coverage to other specialized positions within the Clinical Services Department as needed.
- Performs other responsibilities deemed necessary.

Employment Standards

Bachelor's degree in psychology, social work, sociology, or related Human Services field and two years of related experience.

Knowledge and Abilities

- General knowledge and familiarity with regional center process and Title 17, SIR regulations.
- Demonstrated experience writing special incident reports and following up on completed special incident reports.
- Demonstrates person centered thinking skills and strategies in their work product.
- Evidence of leadership qualities and ability to undertake multiple projects and follow them through to completion.
- Ability to gather, review and analyze data to prepare clear and concise written reports.
- Must be proficient on the computer and familiar with a variety of software programs, including Microsoft Excel.
- Must possess exceptional organizational and time management skills.
- Knowledge regarding current trends in the field of developmental disabilities.

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. Dependents coverage is offered and available for purchase 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 Vision plan for employees
- 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
- 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.
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- Participate in the Public Service Loan Forgiveness program

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.