



**Position: Self Determination (SDP) Support Specialist**

**Unit: Specialized Services II**

**Location: Pomona Office**

**Full-time, Non-exempt**

**Salary Range: \$25.60 - \$49.13 Hourly**

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**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 a Specialized Services Manager- Special Projects II, the primary responsibility of this position is to provide individuals served and their families direction and leadership for implementation of the Self-Determination Program. The SDP Support Specialist works in collaboration with the Lead SDP Support Specialists in supporting service coordinators and individuals served and their families with timely transitions to SDP. They also make accurate information available to regional center staff, individual served and families about SDP related services, including state and federal regulations that determine allowable and non-allowable use of SDP funds. The SDP Support Specialist understands the principles of self-determination, how services are obtained through SDP and the rights of SDP participants. served achieve their goals, and dreams in an inclusive society of endless opportunities.

**Essential Job Functions**

- Participates in the assessment of needs and coordination of services related to SDP.
- Ensures that services are planned and delivered within the Person-Centered Planning model.
- Reviews 12-month expenditure reports and policies for purchase of services
- Assists in the development of Individual Budgets and review of Spending Plans
- Works collaboratively with the Fiscal Department
- Interacts with Independent Facilitators and FMS providers, individuals and/or family members as required in the SDP process.
- Maintains effective communication and provides solutions within a timely manner.
- Ensures compliance of agency standards, policies, procedures, and development of SDP training material
- Participates in weekly SDP Clinic meetings as well as separate SDP SC coaching sessions.
- Participate in developing and implementing Self Determination training activities.
- Participates in the planning and/or implementation of SDP project activities.
- Assists with process for Notices of Proposed Action regarding SDP unmet needs.
- Participate in other job duties as deemed necessary including and not limited to service coordinator case management of approximately 1:30
- Writes inter-disciplinary notes.
- 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 two years' experience in developmental disabilities or a related field. A Master's degree in a related field can be substituted for one year of the required experience.

## **Knowledge and Abilities**

- Knowledge of individuals with developmental disabilities
- Knowledge of interviewing, counseling, and crisis intervention techniques
- Demonstrate the ability to independently plan and schedule work.
- Ability to assess individuals' 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**

- This position 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.

## **Physical Demands & Work Environment**

- Works 60% of the time in an office environment and 40% in the community at meetings or home visits.
- Ability to drive to and from meetings or home visits and walk from car to and from appointments.
- Occasional walking and standing to attend and participate in office meetings and trainings.
- Ability to sit for extended periods and operate a computer for report writing
- Occasional lifting, pushing, or pulling of items up to 25 pounds.
- Adequate visual acuity to read documents, use a computer monitor for prolonged periods, and review detailed information.
- 60% of the work time occurs in a typical office setting with standard lighting, temperature, and moderate noise levels.
- Employees are expected to follow safe and ergonomic work practices.

*Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions.*

## **Professional Development Opportunities & Growth**

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

## **Diversity, Equity, and Inclusion**

SG/PRC values and celebrates diversity. We continue to advance initiatives that strengthen our commitment to inclusion and belonging.