



EASTERN LOS ANGELES REGIONAL CENTER

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916
(626) 299-4700 • FAX (626) 281-1163

POSITION VACANCY

POSITION TITLE:	SERVICE COORDINATOR	DATE:	OCTOBER 2, 2025
UNIT:	ENRICHING LIVES THROUGH EMPOWERMENT	SALARY:	GRADE 6 OR 9 \$20.42 - \$45.59 *
REPORTS TO:	UNIT SUPERVISOR (D.RAMIREZ)	STATUS:	NON-EXEMPT/ HOURLY

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under direction of the Supervisor, provides service coordination to persons with developmental disabilities and their families. Adheres to the agency mission, philosophy and core values. Participates in the needs of the developmentally disabled consumer and in the development, implementation and coordination of a program plan. Responsible for managing a wide variety of active cases which require highly skilled professional personnel. Using a person-centered thinking approach, will be responsible for the development and implementation of the consumer's Individual Program Plan (IPP), progress reports, the consumer's annual reviews. Provides follow-up, reassessments, and periodic review of consumer's progress and program effectiveness. Assists in locating and developing natural supports. Seeks community resources and provides information and referrals. Initiates the purchase of vendored services and monitors service delivery. Keeps abreast of state and federal regulations, agency policy and procedure and guidelines related to consumer services. Acts as an advocate on social, legal, education, mental health and/or forensics issues related to the consumer. Assists families in obtaining and utilizing needed services and programs. Participates in outreach and represents the agency in community meetings and events. May conduct public presentations regarding regional center services and activities. May serve on intra-agency and/or inter-agency committees. Additional duties may be assigned as deemed appropriate.

QUALIFICATIONS:

A Bachelor's Degree in social work, psychology, sociology, behavioral science or related field, plus one year experience working with persons with developmental disabilities/special needs. Demonstrates the ability to pursue knowledge and expertise in the field of developmental disabilities. Ability to establish and maintain positive working relationships with all levels of staff. Ability to seek creative approaches in conflict resolution and problem solving. Must possess excellent organizational skills, strong verbal and writing skills. Must be computer proficient. Must have an automobile, a valid California Driver License and present proof of auto insurance. Bilingual English/Spanish required.

BENEFITS OFFERED:

Employer pays full premiums Medical, Dental, Vision, Long-Term Disability, and Life Insurance Pension Plan after 1 yr. service. Employer puts 9% no requirement to place any contributions
14-16 holidays a year
12 days of Sick Time
4 days PTO
2-6 weeks' Vacation

** Salary Range*

The rate of pay offered to the selected candidate is based on internal pay policy and budget. New hires are commonly paid at the minimum of the wage range or within the lower part of the range. We consider a number of factors when making compensation decisions including, but not limited to, skill sets, experience, training and other department needs.

CLOSING DATE:

October 9, 2025

APPLY TO:

Office of Human Resources

Internal candidates submit resume to

kgonzalez@elarc.org

External candidates submit resume to

JoinELARC@elarc.org

Eastern Los Angeles Regional Center

EOE M/F/H/V/T