



## **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**

|                        |                                                    |                |                                               |
|------------------------|----------------------------------------------------|----------------|-----------------------------------------------|
| <b>POSITION TITLE:</b> | <b>PART TIME NURSE COORDINATOR</b>                 | <b>DATE:</b>   | <b>AUGUST 27, 2026</b>                        |
| <b>UNIT:</b>           | <b>COMMUNITY SERVICES</b>                          | <b>SALARY:</b> | <b>GRADE 14 OR 15<br/>* \$30.79 - \$66.99</b> |
| <b>REPORTS TO:</b>     | <b>QA&amp; COMPLIANCE SUPERVISOR<br/>(J.OZEDA)</b> | <b>STATUS:</b> | <b>NON-EXEMPT /<br/>HOURLY</b>                |

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Quality Assurance (QA) & Compliance Unit Supervisor within the Community Services Department, will support implementation of QA activities. Provides QA monitoring of Specialized Residential Facilities, including but not limited to EBSH, CCH, and Adult Residential Facilities for Persons with Special Health Care Needs (ARFPSHN). Providing technical assistance to providers and other agencies, developing, training and leading quality assurance teams, writing QA evaluations, issuing substantial inadequacies, developing and monitoring of corrective action plans. Collaborates with the facility provider and planning team, and shares recommendations regarding health care plans and medical needs. May participate in review of the EBSH/CCH assessment placement review process. Performs unannounced visits and Title 17 annual facility reviews at EBSH and ARFPSHN facilities as well as other community care licensed residential facilities at least 4 times per year per facility. Provides technical assistance to service providers and ELARC staff on Title 17 and Title 22 requirements, innovative developments in service delivery, and related topics to vendors, staff and the community. Assists in the development and dissemination of best practices in the service community. Supports fact finding regarding complaints, special incidents, and/or abuse allegations. Provides technical assistance to vendors and staff on service issues; develops and maintains a resource library. Maintains vendor performance evaluation system to provide performance data. Responds to requests for data. Monitors and ensures provider compliance with HCBS Final Rule requirements, providing related training to providers including on how to self-evaluate compliance with the HCBS Final Rule requirements. Ensures utilization of person-centered planning to promote choice. Other duties as assigned.

#### **QUALIFICATIONS:**

Bachelor's Degree in Nursing from an accredited university and a valid California license to practice as a Registered Nurse are required. Experience working in the field of intellectual and developmental disabilities preferred but not required. Ability to communicate clearly and concisely both verbally and in writing required. Must be computer proficient. Able to apply culturally competent practices within information dissemination. Ability to establish harmonious and effective relationships with staff, individuals served, families, and the general public. Demonstrated ability that person is a self starter with a positive attitude, willing to adapt as projects and related work evolve. Must possess a valid California Driver's License and proof of automobile insurance. A Public Health Nursing certificate is highly desirable. ELARC values candidates whose backgrounds, lived experience, cultural competency, and/or multilingual fluency reflect and strengthen the diverse communities we serve.

*\* 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:**

**Until filled**

**APPLY TO:**

**Office of Human Resources**

Internal candidates submit resume to

[kgonzalez@elarc.org](mailto:kgonzalez@elarc.org)

External candidates submit resume to

[JoinELARC@elarc.org](mailto:JoinELARC@elarc.org)

**Eastern Los Angeles Regional Center**

**EOE M/F/H/V/T**