



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:	APRIL 30, 2026
UNIT:	COMMUNITY RESIDENTIAL	SALARY:	GRADE 6 or 9 * \$20.42 - \$30.85
REPORTS TO:	UNIT SUPERVISOR (A.AGUILAR)	STATUS:	NON-EXEMPT / HOURLY

ESSENTIAL DUTIES & RESPONSIBILITIES

Under direction of the Supervisor, provides service coordination to persons with intellectual and developmental disabilities who reside in a residential living arrangement or supported living services arrangement. Participates in the development, implementation and coordination of the Individual Program Plan and Quarterly Progress Meetings in collaboration with the Interdisciplinary Team. Responsible for managing a wide variety of active cases which requires using a person-centered thinking approach. All persons living in a residential facility or supported living services arrangement are mandated to have quarterly, face to face contact. The Service Coordinator is responsible for reviewing the IPP objectives on a quarterly basis during these face to face meetings. The Service Coordinator assesses if the living arrangement is appropriate, provides necessary follow-up, assessment of services, review of consumer's progress, and review of the program's effectiveness. Extensive and thorough documentation is required in IPP report writing, quarterly progress reports, Special Incident Reports, and heavy volume of Medicaid Waiver cases. Effective communication skills are required due to frequent contact with the residential facility, other vendored services, and with ELARC's Clinical Team. Service Coordinators may assist in locating and developing natural supports, seek community resources, and provide information and referrals to new programs. Initiates the purchase of vendored services and monitors the service delivery. Keeps abreast of state and federal regulations, agency policy, and purchase of service 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.

Service Coordinators in the Residential Department are assigned to conduct Quality Assurance (QA) Monitoring Reviews in adherence to Title 17 and must become familiar with this section of the California Code of Regulations. Quality Assurance Monitoring Reviews consist of Unannounced Visits and Facility Monitoring Reviews which are assigned on a monthly basis. Some visits may also be due to allegations of abuse and/or neglect and will be in addition to the assigned QA visits. Service Coordinators in the Residential Department also serve as Facility Liaisons to their assigned homes and may be responsible for assisting in QA follow-up. As a result, there may be frequent collaboration with Community Services in resolving QA issues. Due to the abovementioned activities, frequent travel is required.

QUALIFICATIONS:

A Master's Degree in social work or related field and one year of related professional experience OR a Bachelor's Degree in social work, psychology, sociology, behavioral science or related field, plus five years' experience working with persons with intellectual and 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. Fluent in second language desired: Spanish, Cantonese, Mandarin, Vietnamese or Korean. Must be computer proficient. Must have an automobile, a valid California Driver License and present proof of auto insurance.

VAC: Service Coordinator-Residential (4/30/2026)

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:

May 7, 2026

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