

**ALTA CALIFORNIA REGIONAL CENTER
JOB ANNOUNCEMENT
SERVICE COORDINATOR I, II, III – Adult/Adolescents– Grass Valley
Bachelor’s Salary Scale (eight-step range) starting at \$19.79/hour
Master’s Salary Scale (eight-step range) starting at \$23.21/hour**

THE ORGANIZATION

Alta California Regional Center (ACRC) is a non-profit agency under contract to the State of California and for 50 years has provided the coordination of services to individuals with developmental disabilities. ACRC employs approximately 500 persons working out of eight offices in a ten-county area. ACRC is one of 21 Regional Centers in California.

THE POSITION AND JOB SUMMARY

ACRC is seeking a Service Coordinator to provide case management and advocacy for persons with developmental disabilities. This position is currently located in the Grass Valley office. Typical duties include assisting clients and their families in acquiring and maintaining assessed supports and services including transportation, vocational training, day programming, education, mental health services, medical care, and independent living training; serving as an advocate for the client with community agencies; consulting with and assisting vendors with certifications, applications, and referrals; participation in the development of Individual Program Plans for clients; monitoring these plans and revising them as necessary; completing all required forms, documentation, and reports in accordance with regulations and ACRC policies and procedures; rotating officer-of-the-day duties with other Service Coordinators; assisting co-workers with special projects, unique problems, vacation, and sick relief; and providing emergency on-call services when required.

JOB REQUIREMENTS AND QUALIFICATIONS

Applicants must possess a Master’s or a Bachelor’s degree in Social Work or a related field; demonstrate excellent written, verbal, and interpersonal communications skills; have strong time management and organization skills; and possess a valid California driver license and automobile liability insurance. One year of professional experience in social work or a related field (preferably in the field of developmental disabilities) is preferred. Other requirements and qualifications apply.

SUMMARY OF OUTSTANDING BENEFITS

ACRC offers an excellent working environment and a benefits package to include 90% employer-paid health insurance plus low-cost dependent coverage including domestic partners; 100% employer-paid dental, and vision insurance for employees plus dependents; 100% employer-paid employee life insurance coverage; 100% employer-paid long-term disability coverage; flexible benefits pre-tax spending program; CalPERS employee pension plan; and 457 and 403-B voluntary tax shelter annuities. Other benefits include 17-22 annual vacation days, 12 annual sick days, 14 paid holidays, longevity leave, Employee Assistance Program, and many other generous benefits. Many of our employees participate in the Public Service Loan Forgiveness (PSLF) Program; See additional details on the PSLF Program [here](#). This is intended to represent a general summary of benefit plans and coverages only.

TO APPLY

Visit www.altaregional.org and fill out an online Employment Application

EQUAL OPPORTUNITY EMPLOYER

It is neither intended nor implied that these are the only duties to be performed.
Employees may be required to perform other duties and assume other responsibilities as required.

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