

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: Intake Coordinator – Early Start Intake/Assessment
(Bilingual in English and Cantonese or Vietnamese Preferred)

SALARY RANGE: \$1,971.43 - \$2,613.00 Bi-weekly / \$51,257.18 - \$67,938.00 Annual (Bilingual rate)
\$1,886.43 - \$2,528.00 Bi-weekly / \$49,047.18 - \$65,728.00 Annual (Non-Bilingual)

REPORTS TO: Early Start Intake & Assessment Supervisor

LOCATION: San Leandro

SPECIFIC DUTIES:

1. Receives all referrals to RCEB from parents, professionals and the general public.
2. Provides information services to the community and families who have been referred.
3. Compiles and mails out informational packets prior to assessment.
4. Tracks medical records and other reports requested by RCEB for the intake process and establishes the initial data base for potential consumers of the agency.
5. Coordinates with supervisor in assigning appropriate referrals to assessment staff who will follow up with and complete the eligibility process.
6. Reviews reports and medical records received to alert other staff to eligibility questions.
7. On assignment participates in community outreach and education activities.
8. Assists in coordinating resource information within the Regional Center.
9. Assists in gathering statistics related to intake and assessment processes.
10. Completes required reports, recording and forms.
11. Completes special agency assignments when requested.
12. May assist in conducting orientation sessions and support groups to new consumers/families.

MINIMUM QUALIFICATIONS:

1. BA/BS Degree in human services or related field OR BA/BS degree and 2 years of experience providing similar functions in a human services agency.
2. Bilingual in English and Cantonese or Vietnamese Speaking (preferred).
3. Parent of a child with special needs encouraged to apply.