

## REGIONAL CENTER OF THE EAST BAY

### Job Description

**POSITION TITLE:** Health and Safety Waiver Resource Specialist – Bilingual in Spanish Preferred

**SALARY RANGE:** \$2,651.67 - \$3,553.48 Bi-weekly / Bilingual: \$2,736.67 - \$3,638.48 Bi-weekly  
\$68,943.42 - \$ 92,390.48 Annually / Bilingual: \$71,153.42 - \$94,600.48 Annual

**REPORTS TO:** Supervisor - TBD, Community Services

**LOCATION:** San Leandro, CA

### DUTIES:

Under general direction, plan and coordinate the application for health and safety waivers. Duties may include, but are not limited to:

1. Facilitate the application for health and safety waivers for non-English speaking clients of RCEB.
2. Calculate and track all Health and Safety requests and approvals from vendored service providers.
3. Act as subject matter expert and provide support and technical assistance to RCEB staff, service providers, clients, and families about the health and safety waiver process and potential options to reduce or address risk.
4. Provide training on the health and safety waiver statutes to service coordinators and other RCEB staff who may be involved in the decision to pursue a health and safety waiver to protect a client.
5. Develop materials and information about the health and safety waiver process in languages other than English, including American Sign Language; disseminate the information and have it posted on the RCEB website.
6. Work with RCEB case management staff on ways to identify consumers who might have an unaddressed need for a health and safety waiver and assist with guiding staff through the application process to meet those needs.
7. Work with regional center staff to research and identify concerns, barriers and challenges to the utilization of the health and safety waiver process.
8. Collect and provide data, as requested by the Department, regarding the number of individuals served through this effort.
9. Perform other related duties as assigned.
10. Report to management team fiscal impact of programs health and safety rate changes.

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**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in social services or related field.
2. Bilingual preferred.
3. Two years experience in the field of developmental disabilities.
4. Ability to communicate clearly and concisely in both verbal and written form.
5. Good organizational, planning and leadership skills.
6. Automobile and valid driver's license.
7. Familiarity in working with spread sheet, database and word processing programs.
8. Excellent client services skills.
9. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.