

REGIONAL CENTER OF THE EAST BAY

Job Description

POSITION TITLE: Self-Determination Program/ Participant Choice Specialist (Bilingual preferred)

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

REPORTS TO: Associate Director of Client Services
(Federal Programs, Young Adults and Special Projects)

LOCATION: San Leandro or Concord, CA.

SUMMARY OF THE POSITION:

Under general direction, this position is part of a team serving as subject matter experts on all things to do with the Self-Determination Program (SDP) and other Participant Choice service options, to assist individuals served by RCEB and their families and case managers through the processes. This individual will serve with the Self-Determination Specialist and share the responsibility for the implementation and administration of the Self-Determination Program (SDP) and as a main contact for Agency staff and the community. The functions of this position include providing orientation training to individuals served by RCEB and their families, staff and community partners. It also serves as liaison to the Regional Center of the East Bay (RCEB) SDP Volunteer Local Advisory Committee. This position will provide knowledgeable guidance and tracking to ensure that all aspects of the SDP standards are implemented in accordance with SDP Waiver standards.

DUTIES:

1. Under general supervision, develop, implement, evaluate and modify as necessary, all SDP activities for RCEB.
2. Conducts orientation and/or training for RCEB staff, consumers, and families to ensure understanding of the principles and mechanics of Participant Choice options and the Self-Determination Program as it relates to the planning process and the management of budgets, services and staff.
3. Creates and assists in the implementation of processes that provide oversight of the expenditure of self-determination funds and the achievement of participant outcomes over time.
4. Develop and maintain training materials on relevant elements of Participant Choice and the Self Determination Program.
5. Collect, maintain and disseminate data to RCEB staff and community partners as needed.
6. Assess for and report on any unmet service needs or additional service development that may be necessary to fully implement Participant Choice options and SDP.
7. Establish effective communication, teamwork, and partnership with vendored Fiscal Management Services, all RCEB case management and other departments as needed.
8. Develop and conduct training within the RCEB and in the community.
9. Represent the Case Management Services Department for all Person Centered Thinking training, planning, and activities, both within the agency and with the greater provider community.
10. Collaborate with the HCBS Specialist on training for Person Centered Thinking.
11. Work with Local Advisory Committee on oversight and quality improvement processes.
12. Other related duties as assigned.

Self-Determination Program/Participant Choice Specialist

MINIMUM QUALIFICATIONS:

1. Master's degree in education, social work or a human services field and a combination of 2 years of experience or education in the areas of concentration listed below.

OR

Bachelor's degree in education, social work or a human services field, and a combination of 4 years of experience or education in the areas of concentration listed below.

Areas of concentration (Must have at least 4):

- Case management to people with intellectual and developmental disabilities (any setting)
 - Working for an agency that is funded by or is in partnership with a Regional Center (Preferably RCEB)
 - Creating Individual Program Plans or Individual Service Plans
 - Teaching or implementing Person Centered Thinking Practices
 - Planning and facilitation of activities to promote personal independence access to the community
-
1. Knowledge of the Self-Determination Program and Participant Choice services and how they can meet the needs of individuals served by RCEB.
 2. Basic knowledge of regional center Purchase of Service process.
 3. Ability to communicate clearly and concisely in both verbal and written form.
 4. Excellent organizational skills and must be able to develop a course of action and follow through within timeframes.
 5. Ability to conduct creative, engaging, and meaningful presentations and training to service providers, community partners and internal staff.
 6. Ability to analyze data and utilize computer software including but not limited to PowerPoint and Excel.
 7. Ability to formulate and implement project goals and objectives within timelines.
 8. Automobile and valid driver's license.
 9. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.
 10. Basic understanding of Person Centered Thinking and openness to be certified as a trainer.
 11. Ability to represent the Agency on community committees and task forces as assigned.
 12. Ability to occasionally participate in meetings out of area and outreach activities during evenings and weekends.