



**POSITION TITLE: Resources Specialist**

**SALARY RANGE: \$4,597.00 - \$5,587.00 per month in Five Annual Steps**

**Non-Exempt salary (37.5 hours per week) Collective Bargaining Position**

**LOCATION:** Mondays in San Jose office, two days per week in the Salinas office and two days per week in the Watsonville office

Regular                     Full-Time     Temporary     Part-time

**JOB SUMMARY:** While maintaining good public relations with the community and implementing the vision of the agency, this position coordinates and develops a continuum of community resources and services for persons with developmental disabilities. This position is also responsible for providing public information about, and creating community awareness of regional center service needs for persons with developmental disabilities.

**ESSENTIAL JOB FUNCTIONS:**

- Plans and initiates the development of needed programs and services
- Provides technical assistance to new and existing service providers to ensure quality of services and program effectiveness
- Designs a service provider recruitment and orientation program
- Reviews proposed program designs for regulatory requirements.
- Maintains an inventory of programs and services available for consumers throughout the catchment area
- Conducts quality assurance reviews of existing service providers' programs
- Reviews specialized contracts
- Reviews services provided in catchment area to avoid duplication and to ensure efficiency and effectiveness
- Develops, implements and monitors cost-effective alternative service models

- Resolves issues with consumers, care service providers, parents and agency staff regarding regulatory requirement issues and non-routine service requests which do not easily fit into the current service system
- Resolves issues regarding services which will result in a disproportionately high cost
- Trains and/or coordinates training to staff and service providers regarding new services and any corresponding regulatory requirements
- Conducts special projects as requested
- Performs other related duties as assigned

**SUPERVISION RECEIVED:** Direct supervision from the District Manager of the Resource Department.

**SUPERVISION EXERCISED:** None.

**EDUCATION/EXPERIENCE:** Degree in social work or a related field or a Bachelor's Degree in social work or a related field plus four years of experience. One year of experience in program development and/or community organization is desirable.

**SPECIAL SKILLS AND KNOWLEDGE:** Knowledge of a wide variety of available community resources; knowledge of basic needs and approaches in working with the developmentally disabled and program development; ability to relate individual needs to overall community and agency planning; ability to undertake major projects and gain the cooperation of others in following through to completion; ability to speak and write effectively; ability to utilize various communication media; ability to work effectively with a wide variety of agencies and individuals and represent the agency in a positive manner; and the ability to work independently; ability to communicate with supervisor regarding job functions, ability to work remotely and communicate progress of work to supervisor, and the ability to organize work so as to maintain efficiency and productivity.

**OTHER:** Use of an automobile, possession of a valid driver's license and automobile liability insurance for the minimum amount prescribed by law or the ability to provide for independent transportation.

**Send Resume via e-mail to: [Email resume to recruiting@sarc.org](mailto:Email_resume_to_recruiting@sarc.org)**

**No phone calls please**