

# **Cornerstone Village – Elk Grove Services Overview 5/30/2023**

## **Project Summary**

Cornerstone Village – Elk Grove is a proposed 84-unit 100% affordable apartment complex consisting of a mix of one-, two-, and three-bedroom apartments across seven three-story, wood frame construction buildings. Six of the seven buildings are identical three-story walk-ups and consist of 10 dwelling units each as well as tuck-under parking. The seventh building will have 24 units and a mixed-use ground floor dedicated to services and management offices, laundry and mail rooms, and a community room. The project will also include a play area for children, surface parking, and a public courtyard connecting the residential buildings to the Light of the Valley church, which occupies an adjacent and separately owned parcel.

Cornerstone Village will unite a rich tapestry of people – working families, adults who have experienced homelessness, and people with intellectual and developmental disabilities (I/DD) through carefully designed common spaces and intentional resident life programming. 21 apartments will be set aside for people with I/DD and nine will be set aside for people who have experienced homelessness. One apartment will be designated for a site manager. The remaining 53 apartments will be available to low-income households – including families with children, couples, and/or seniors – earning between 30% and 60% of Area Median Income (AMI).

## **Services Summary**

Cornerstone Village is designed to be an intentional housing community that not only provides a high-quality physical space but also fosters social connections among residents and with our neighbors through rich resident life activities.

### **Resident Services – all households**

A full-time (1.0 FTE, or 40 hours per week) Resident Services Coordinator from LifeSTEPS will provide on-site resident services coordination, educational classes, and social events free of charge to all residents. The Resident Services Coordinator (RSC) will create customized events and classes that reflect the priorities of a resident needs assessment conducted at initial move-in and at least bi-annually thereafter. Programming may include, but is not limited to, fitness classes, coffee hours, book clubs, movie nights, faith groups, and educational opportunities. Educational classes depend on residents' needs and interests and may cover subjects such as job search skills and resume writing, household maintenance, and budgeting and money management. The RSC will engage residents in social and educational activities through flyers, door-to-door outreach, resident meetings, and peer support and encouragement.

The LifeSTEPS RSC will also provide resource connections and crisis intervention for adults. Resource connections provide individual, professional assistance for any real-life problems that may arise. Depending on individual needs, the RSC will assist the 53 households who do not have a case manager from Lutheran Social Services or the Alta California Regional Center in completing Medi-Cal, food stamps, insurance, or SSI forms; obtaining rental assistance; creating a household budget; putting together

resumes and job search plans; and contacting other service-oriented nonprofits and government agencies on a resident's behalf. While many issues that arise for residents require simple referral information and follow-up, other more serious issues require on-going case management, regularly scheduled meetings, case notes, and advocacy with third parties to affect a long-term positive outcome. Resource connection work is monitored by a "work order" system that helps the RSC communicate effectively with other on-site service providers (and property management, if necessary), ensuring that resident issues do not get overlooked.

The RSC will also initiate and participate in coordination and care planning meetings and interviews with other on-site service providers and property management in order to ensure that all possible resources and benefits are made accessible to all residents. Case conferences with residents, case managers, and other service providers are utilized to coordinate service provision, proactively address any resident issues, and identify items of concern that should be brought to the property management team. Education and advocacy are provided to ensure that residents have a voice in getting their special needs met on site, with case managers, other service providers, and in their community.

The RSC will be on-site during regular business hours Monday through Friday and will host regular Social Service Days to encourage residents to meet one-on-one with the RSC on a walk-in basis. These Social Service Days are scheduled in advance and dates and times are posted prominently. The RSC will also be available outside of Social Service Days, both in-person and via telephone, for any resident communication.

Interactions between the RSC and residents are confidential and case notes will not be shared with ownership and property management. The LifeSTEPS RSC will utilize information releases to enable service coordination among all three service providers on-site. LifeSTEPS staff is trained on HIPAA and PPI policies and procedures and is careful to only transmit client information with a release and on a need-to-know basis. LifeSTEPS staff follow all state laws and regulations regarding mandatory reporting, including child, elder, and dependent adult abuse.

### *LifeSTEPS Experience*

LifeSTEPS began as a service provider to residents of affordable housing in 1996. For the last decade, however, LifeSTEPS has moved into providing a much wider array of services, including supportive services for mentally ill adults, individuals with disabilities (including developmental disabilities), and formerly homeless individuals. Many of the properties that LifeSTEPS supports have residents with various physical and mental health issues, including developmental disabilities. LifeSTEPS' experience includes providing support to:

- 2,288 units of Santa Clara County HUD housing;
- 641 units of Housing Authority County of Monterey housing;
- 658 units of Housing Authority of the City of Alameda housing; and
- and 426 units of Area Housing Authority County of Ventura housing.

LifeSTEPS is the Lead Service Provider at five 100% special needs projects in the Inland Empire, Los Angeles, and Sacramento areas, and also provides resident services coordination to 45 units of housing set-aside for individual with developmental disabilities in San Bernadino and Santa Clara counties.

The Los Angeles County Department of Health Services, Los Angeles County Office of Diversion and Reentry, Los Angeles County Department of Mental Health, and the Alameda County Department of Behavioral Health Services have designated LifeSTEPS an approved provider of Intensive Case Management Services for supportive housing communities. LifeSTEPS is the lead service agency with DHS for 374 formerly homeless, mentally ill, and disabled individuals and families living in Los Angeles.

All of LifeSTEPS' social workers regularly deal with the same issues in affordable housing that afflict special needs populations: mental disorders, physical disabilities, histories of physical abuse, substance abuse, developmental delays, insufficient education, and a lack of life skills. LifeSTEPS has the history, depth, knowledge, skills, and strength as an organization to work effectively and efficiently with a wide range of resident needs, including issues of developmental delay.

### **Case Management Services – 9 formerly homeless households**

Lutheran Social Services of Northern California (LSS) will provide individual case management services to the nine formerly homeless households who will live at Cornerstone Village – Elk Grove, at a ratio of 1 case manager to 20 clients (0.5 FTE, or 20 hours per week). The LSS Case Manager will work on-site with each formerly homeless resident to identify barriers and goals. These goals form the basis of each individual service plan which the LSS Case Manager and resident develop together and monitor through weekly meetings.

The LSS Case Manager will provide the following services depending on each resident's needs and goals:

- *Benefits counseling and advocacy* – depending on individual needs, the LSS Case Manager will provide assistance in the completion of MediCal, food stamps, insurance, or Social Security forms; supporting mentally ill residents in managing day-to-day needs; collaborating with family to determine the appropriate level of care for senior residents; door-to-door resident visits and assessments; grief counseling; one-on-one assistance with resumes and job seeking; translating documents and other bi-lingual support; and contacting other service-oriented nonprofits and government agencies on a resident's behalf.
- *Physical and mental health care* – the LSS Case Manager will provide basic mental health support and will refer the resident for mental health care which is beyond the scope of the Case Manager, including psychiatry, medication, individual or family therapy, group therapy, crisis intervention, and support group services. For physical health services including primary care, dental care, and vision care, the LSS Case Manager will refer residents to a Physical Health Practitioner and ensure transportation to appointments.
- *Substance use services* – depending on individual need, the LSS Case Manager will refer residents to LSS' Certified Alcohol and Drug Addiction Consultant Case Manager.
- *Life skills/soft skills support* – the LSS Case Manager will work with residents on an individual basis to teach life skills necessary for housing stability; offer on-site employment and educational support including resume preparation, mock interviews, and resources to support applying for financial aid or developing study skills; monthly budgeting support and referrals to debt mitigation services, if necessary; and make referrals to child care, legal services, or outpatient therapy and counseling as needed by residents.

The LSS Case Manager will do regular outreach to formerly homeless residents through personal invitations, identifying and training other resident leaders to provide peer support and encouragement, and flyers or notices posted on unit doors or in visible locations in the community room or services spaces.

### **Case Management Services – 21 households with intellectual/developmental disabilities**

Alta California Regional Center (ACRC) will provide a 0.4 FTE Service Coordinator and a 0.1 FTE Community Services Specialist to the 21 residents with intellectual/developmental disabilities who will live at Cornerstone Village – Elk Grove. The target population for this 21-unit set-aside are people with intellectual and/or developmental disabilities (I/DD) who are 18 years or older and have the skills and supports to live in their own apartment. Intellectual and/or developmental disabilities include cognitive or physical impairments, or some combination of both. The abilities, interests and needs of these residents will vary widely, and these residents should not be defined by their disability. Many are employed or volunteer in the community, and are looking for the right opportunity to live independently. Most will thrive when given the option to live on their own with the right level of self-directed supports.

The services provided by ACRC include individualized planning, service coordination, employment training, supported and independent living, and funding for clients to access necessary services in the community. ACRC's Service Coordinators and contractors begin with an assessment process that gathers determine the life goals, capabilities and strengths, preferences, barriers, and concerns or problems of the person with developmental disabilities. The assessment effort is not a single event or meeting, but a series of discussions and interactions among a team of people including the person with a developmental disability, their family (when appropriate), the ACRC service coordinator, and others. This team assists the individual in developing a description that includes: a preferred place to live, favorite people with whom to socialize, and preferred types of daily activities, including preferred jobs. This description is called a preferred future, and is based on the individual's strengths, capabilities, preferences, lifestyle and cultural background. The planning team decides what needs to be done, by whom, when, and who, if the individual is to begin (or continue) working toward the preferred future. The document known as the Individual Program Plan (IPP) is a record of decisions made by the planning team and guides the resident and ACRC Service Coordinator's activities throughout the year.

Based on each client's assessed needs and goals, ACRC may support clients in obtaining the following services:

- *Independent Living Skills (ILS)* – ILS services are provided to clients who are interested in increasing their independence in their natural environment. This community-based program provides instruction to adult clients over a period of two years with the goal of increasing the independence of the client. Instructors provide training to the client so that they achieve clearly detailed objectives as identified in the Individual Program Plan (IPP) and the Individual Service Plan (ISP). Services are provided based on assessment and goals up to 35 hours per month. After the first two years, ILS services can be provided at a minimal level (up to 15 hours a month) to ensure the client maintains the skills acquired. ILS services include curriculum-based instruction in any or all of the following functional skills components: Cooking, Cleaning, Shopping in natural environments, Menu planning, Meal preparation, Money management, including check cashing and purchasing activities, Mobility training for use of public transportation in public environments, Personal health and hygiene, Self-advocacy, Independent recreation and participation in natural environments, Use of medical and dental resources, as well as other

community resources, Community resource awareness such as police, fire or emergency help, Home and community safety. ILS programs may also, in lieu of the above, provide the supports necessary for a client to maintain a self-sustaining, independent living situation in the community. The definition of self-sustaining is being able to provide for one's own needs without help from others.

- *Supported Living Services (SLS)* – SLS is a service like ILS, but is provided to clients who require on-going training and support to live in their own home. The duration of the services are provided based on an on-going assessment of need. Supports are available as often and for as long as is needed, based on the availability of natural, generic and other supports. The number of training and support hours will vary and can be provided up to 24-hours a day.
- *Activity Center* – a day program that typically serves adults who have acquired most basic self-care skills, have some ability to interact with others, are able to make their needs known, and are able to respond to instructions. Activity Center programs focus on the development and maintenance of the functional skills required for self-advocacy, community integration, and employment, and are typically supervised at a staff to client ratio of 1:6, 1:7, or 1:8.
- *Tailored Day Services* – these programs offer 1:1 personalized training and support to clients in at least one of the following: employment, volunteer activities, or post-secondary education. Tailored Day Services are designed to assist clients increase integration and inclusion in their communities, with flexibility in the duration and intensity of services to meet the client's individual needs. This service is designed to maximize the client's choices. This type of service may not be used in combination with other Regional Center-vendored day or employment programs. Monthly hours are limited.

ACRC assists clients toward achieving the goal of paid employment. Employment services range from participating in structured work activity programs to competitive employment to providing Supportive Employment Group and Individual services in coordination with the Department of Rehabilitation, which assists Californians with disabilities to obtain and retain employment and maximize their ability to live independently in their communities.

Peer support is available through ACRC's three employee client advocates. These advocates will work ACRC clients at the development when needed. ACRC strives to hire client advocates with lived experience in the disabling conditions experienced by their clients. In addition, ACRC has a client advisory committee give input to the design and delivery of services. ACRC Service Coordinators are also prepared to refer residents in need to peer support programs in mental, behavioral health, and substance use as deemed appropriate with the individual program plan and assessment.

Services will be provided either on-site or off-site at a location accessible to the resident, depending on each resident's need.

Additionally, while not a formal part of the service delivery plan for Cornerstone Village Elk Grove, the project's proximity to Light of the Valley Church as its neighbor, and their desire and capacity to serve the Cornerstone Village Elk Grove community, make it a natural part of the human capital strategy for this project. Light of the Valley hosts meal programs, offers community-based events and programs, and prides itself on being an open and inclusive community that can support the residents who live at

Cornerstone Village Elk Grove. These offerings will augment and support the community and enhance the service delivery strategy described above.



**Position Title:** Resident Services Coordinator **FLSA:** Non-Exempt  
Regional Director of Social Services

**Reports To:** or District Manager of Social Services

The Resident Services Coordinator (RSC), under the direction of the RDSS or DMSS is expected to design, implement, and coordinate social service activities within assigned affordable housing complexes. The RSC is responsible for the following and other additional duties necessary to successfully support LifeSTEPS' clients:

**Duties:**

- Conduct annual needs assessments in order to gather information regarding the needs of both the resident community and the larger community surrounding the housing complex.
- Develop needed resources, including donations, for the resident community.
- Implement programs for residents based on the community needs identified, including but not limited to: computer labs, pre-school co-op, tutorial assistance, after school programs, and ESL classes.
- Implement specific programs as detailed on the TCAC agreement or other Regulatory Agreements.
- Produce a monthly service report on property services submitted to the Corporate Administrative Assistant (with a cc: to the DofA) by the communicated deadline.
- Maintain all resident and property services in the mylifesteps.org database on a continuous, regular basis. Entries will be up to date prior to each weekly supervision call.
- Maintain contact with the property manager at least weekly, and communicate information on property as appropriate. In addition, maintain monthly contact with the Regional Manager of each property.
- Must submit impact (success) stories per the schedule assigned by the supervisor.
- Organize neighborhood watch, resident council meetings, social and related activities.
- Will ensure that event flyers for each property are created, posted and distributed before the first of the month.
- Provide mediation services to the residents living in the apartment complex.
- Must maintain in an organized, professional manner the property binder which will include all flyers and event sign-in sheets.
- Offer information and referrals to residents regarding the various social services available throughout the county.
- Provide case management to residents with multiple needs or who cannot independently initiate referrals with other agencies.
- Make reports to Child Protective Services or Adult Protective Services as mandated reporters.
- Act as a community liaison for LifeSTEPS.
- Maintain and report statistical tracking of individuals/families receiving services.
- Other duties as assigned.



**Position Title:** Resident Services Coordinator **FLSA:** Non-Exempt  
Regional Director of Social Services

**Reports To:** or District Manager of Social Services

**Essential Functions:**

- Employee must be able to physically be at each assigned property and spend the required contracted hours at each assigned property per month.
- Employee must be able to operate a personal computer with email, internet and word processing software.
- Employee must be able to check email and voicemail on a daily basis and respond to clients on that same day or within 24 hours Monday through Friday. In the event of an employee not being available on a business day, clients must be notified who they can contact in the event of an emergency.
- Employee must be able to communicate via telephone.
- Employee must be able to access apartments at the property sites.
- Employee must be available after normal working hours to address situations of crises.
- Employee must have reliable, insured transportation.
- Regular attendance and timeliness is mandatory due to compliance requirements.

**Secondary Functions:**

- Employee must be able to stand for extended periods of time.
- Must be able to lift up to 25 lbs.

**Education and/or Experience:**

The minimum qualifications and training for this position are a Bachelor's degree in social work, psychology or related field, and 2 years' experience in a similar environment providing social services, or an equivalent combination of education and experience.

**ACCEPTANCE STATEMENT:**

**I have carefully read, understand, and accept the above job description, including the qualifications and requirements of the position of Resident Services Coordinator, and if employed, I certify I can and will perform essential functions of the position.**

**I further understand my employment with the organization is at will, which means either I, or the organization, may terminate my employment at any time, for any reason, with or without cause or notice.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date





## JOB DESCRIPTION

Job Title: Case Manager IV  
Program: Various  
Classification: Non-Exempt Full Time  
Reports to: Deputy Director

**AGENCY OVERVIEW:** Lutheran Social Services of Northern California is a Non-Profit agency providing services in supportive housing.

**MISSION STATEMENT:** LSS of Northern California's mission is to promote stability and honor the dignity of those we serve by providing supportive housing services that lead to self-sufficiency.

**PROGRAM OVERVIEW:** LSS provides housing and supportive service to Seniors, Families, Single Adults and Transition-aged Youths. Many of those we work with are in recovery from drug and/or alcohol addictions, have mental health diagnoses, or are dually diagnosed. Many have experienced domestic violence, abandonment, or abuse. Case management services assist in achieving and maintaining stability as well as self-improvement and self-sufficiency.

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

### Qualifications:

- Maintain a strength-based perspective while assisting participants in achieving their optimal levels of self-sufficiency.
- Provide comprehensive and integrated services to diverse people.
- Treat others with respect and courtesy, striving for open and honest working relationships.
- Maintain high ethical standards when dealing with others.
- Demonstrate good judgment and common sense.
- Represent ideals that foster community change.
- Build partnerships with community-based organizations.
- Demonstrated ability to work empathetically with people who are homeless or have a history of homelessness.
- Demonstrated experience in the areas of mental health, substance abuse, and domestic violence.
- Experience in accessing community based services.
- Knowledge and experience in working with diverse cultural populations.
- Excellent written and analytic skills.
- Excellent verbal communication and public speaking skills.
- Ability to effectively represent LSS to the community.
- Ability to work independently, make good decisions and utilize supervision as needed.
- Ability to work collaboratively in a team setting.
- Ability to work on multiple tasks and set priorities.
- Clean driving record, registered car and required insurance.
- BA and two years of experience or equivalent, including lived experience.

To perform this job successfully, an individual must be able to perform each essential duty satisfactory.

## **Essential Duties and Responsibilities:**

### **Clinical Duties**

- Completion of the program intake
- Provide assessments of needs (mental health, AOD, life skills) and goals in the development of the Individual Case Plan
- Coordination and facilitation of client Multi-disciplinary Team Meetings
- Crisis/behavior intervention
- Client Consultation/direction
- Case management
- Facilitate/participate in client advocacy
- Completion, review and submission of Incident Reports

### **Administrative Duties**

- Understanding of progra and budget rules and regulations
- Assistance in budget development
- Budget line item oversight
- Assistance in development and implementation of spending plans
- Computer knowledge including: Windows Office Suite, Excel, Power Point
- Basic equipment troubleshooting

### **Supervisory Duties**

- Assist with individual program supervision including: daily staff direction, best practice implementation, and client oversight.
- Provide leadership to staff and participants through problem solving, role modeling, and open communication.
- Assistance with development and implementation of staff training
- Provide new staff orientation and training

### **Communication**

- Property management liaison
- Community liaison
- Assistance with agenda development and staff meeting facilitation

### **Paperwork Oversight and Training**

- Case management paperwork
- Responsible for reporting: HMIS data, program reports
- Collect, verify coding, and submit the Time / Expense Sheets
- Collect, verify coding, and submit Petty Cash and Check Requests
- Complete Rent Requests
- Schedule and facilitate file review

### **Site Management**

- Resource Development
- Assist with program scheduling / coverage
- Supply ordering

- Bus Ticket ordering
- Drug test scheduling / ordering
- Provide or schedule individual/group education and training.
- Coordinate and schedule alumni support groups and mentoring projects.
- Assist with scheduling of training and special events.
- Other duties as assigned by the Program Manager.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee frequently is required to use hands to hold objects, writing instruments, or files; and talk and hear. The employee is frequently required to stand, walk, sit, climb stairs and reach with hands and arms, to use a computer and smell. The employee must occasionally lift/or move up to 10 pounds. Specific vision abilities required by this job include ability to read, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. This position requires the ability to see, review and share the organizations secure electronic and physical files with other program staff; the incumbent will also have access to the organization’s and other highly confidential information. Because of this, the employee must have the ability to perform the job at the location of the assigned program or field office(s).

The employee frequently will be required to travel to locations within the regional areas of LSS. The employee may on occasion transport clients and help the client (physically and emotionally) navigate government, education, health care and other social service systems. This may require standing in lines, traveling and transporting clients to multiple destinations on any given day. While performing the duties of the job, the employee may occasionally work outside in weather conditions and is exposed to vibration while driving a car.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Lutheran Social Services is an Equal Opportunity Employer

*I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and/or safety of my co-workers*

*I understand and fully agree, that this job description does not constitute a written or implied contract for employment and that employment relationship with the company is “at will,” for an unspecified duration, and me be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.*

Employee Printed Name	Employee Signature	Date
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Supervisor Signature	Employee Signature	Date
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## Service Coordinator - Adult Caseload

Sacramento, CA (<http://maps.google.com/maps?q=2241+Harvard+Street,+Suite+100+Sacramento+CA+95815>)



[Apply \(/Recruiting/Jobs/Apply/1166373\)](#)

### Description

#### 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 an Adult Service Coordinator to provide case management and advocacy for persons with developmental disabilities. This position is currently located in the Sacramento office, and may have cases anywhere in the greater Sacramento area. 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.

#### 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. This is intended to represent a general summary of benefit plans and coverages only.

## Requirements

### JOB REQUIREMENTS AND QUALIFICATIONS

Applicants must possess: a Bachelor's or Master's degree in Social Work or a related field; demonstrate excellent written, verbal, and interpersonal communications skills; and have strong time management and organization skills. 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 may apply.

### COMPENSATION The below is dependent upon experience and education

- **Service Coordinator I:** Starting at \$19.79/hr.
- **Service Coordinator IIIB:** Starting at \$23.21/hr. (must possess a Master's Degree)
- **Service Coordinator IIIA:** Starting at \$25.62/hr. (must possess a Master's Degree)

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# Job Posting for **Community Services Specialist** at **ALTA CALIFORNIA REGIONAL CENTER INC**

## Description

### **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 Community Services Specialist for the Sacramento office. This focus of this position is participating in the development and evaluation of resources to assure the provision of services for ACRC's clients (children and adults). Specifically, this position: identifies areas of need in all service categories; recruits and develops community resources to meet Client needs (including coordination and collaboration with community, providers, families, and ACRC staff); monitors various Service Provider categories; coordinates with investigating agencies and ACRC Staff in order to address complaints; writes detailed reports of evaluation findings, advises service providers on implementing corrective actions, and provides follow up on implementation; provides public information and education for the vendors and ACRC staff throughout the catchment area; develops and monitors resources to aid ACRC staff in carrying out agency mission.

### **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; Automatic 5% increases annually per the salary table; 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.

## Requirements

Applicants must possess a Bachelor's or Master's degree in Social Work or a related field; two years of experience in human services (preferably in the field of developmental disabilities); knowledge of basic needs and philosophy in working with individuals with developmental disabilities; excellent written, verbal, and interpersonal communications skills; ability to conduct research, analyze data, and compile and disseminate information; knowledge of various laws and regulations including Title 17, Title 22, federal regulations for ICF, and California Codes of Regulations; knowledge of "vendorization" and quality assurance policies and procedures is preferred. Other requirements and qualifications apply.