



# **EASTERN LOS ANGELES REGIONAL CENTER**

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916  
(626) 299-4700 • FAX (626) 281-1163

## **POSITION VACANCY**

<b>POSITION TITLE:</b>	<b>NURSE COORDINATOR</b>	<b>DATE:</b>	<b>AUGUST 21, 2024</b>
<b>UNIT:</b>	<b>ASSESSMENT &amp; SPECIAL SERVICES DIVISION</b>	<b>SALARY:</b>	<b>\$30.79 - \$66.99</b> <b>*starting salary depending on qualifications</b>
<b>REPORTS TO:</b>	<b>A&amp;SSD MANAGER</b>	<b>STATUS:</b>	<b>NON-EXEMPT</b>

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Under the supervision of the Manager of Assessment and Special Services, will provide a wide variety of monitoring, consultative and interdisciplinary team related services, which promote optimal health and safety for individuals with a diagnosis of a developmental disability. Will review medical information in consumer charts from Assessment, Early Intervention, on-going and residential service units. Will be responsible for participating on a multi-disciplinary team and providing nursing input relative to individual consumer's health issues and recommendations at Early Start staff meetings. Will monitor consumers residing in specialized health care homes or community residential homes, making monthly, quarterly or annual visits to these residences/facilities to review consumer's health plans and ensure that appropriate health services are provided. Will complete written reports on each consumer following each monitoring visit, or more frequently as circumstances require. Will consult with facility and agency staff regarding individual consumer's health care needs. Will be responsible for providing outreach and/or workshops and presentations as part of training activities for staff or service providers. Will refer consumer cases to the physician consultant for review, when medical needs warrant. Will provide recommendations to assessment and service coordination staff regarding appropriate agencies, vendors and related services to meet needs. May make home visits on a case-by-case basis to assess emergent situations. May provide nursing assessments and vision/hearing screening on a case-by-case basis, as assigned. Will attend meetings, training sessions and conferences as requested. Other duties as assigned by the manager.

### **QUALIFICATIONS:**

A Bachelor's Degree in Nursing from an accredited university and a valid California license to practice as a Registered Nurse are required, as well as at least two years of nursing experience working in the field of developmental disabilities. Ability to communicate clearly and concisely both verbally and in writing required. Must be computer proficient. Must possess a valid California Driver's License and proof of automobile insurance. A Public Health Nursing certificate is highly desirable. Fluency in Spanish or Chinese highly desirable.

### **BENEFITS OFFERED:**

Employer pays full premiums Medical, Dental, Vision, Long-Term Disability, and Life Insurance Pension Plan after 1 yr. service. Employer puts 9% no requirement to place any contributions  
14-16 holidays a year  
12 days of Sick Time  
4 days PTO  
2-6 weeks' Vacation

**CLOSING DATE:**

**Until Filled**

**APPLY TO:**

**Office of Human Resources**

**[JoinElarc@elarc.org](mailto:JoinElarc@elarc.org)**

**Eastern Los Angeles Regional Center**

**EOE M/F/H/V/T**

VAC: