

REGIONAL CENTER OF THE EAST BAY
JOB DESCRIPTION

POSITION TITLE: Family Transition Coordinator - Bilingual

SALARY RANGE: \$2,096.46 – \$2,780.55 Bi-Weekly
\$54,507.96 - \$72,294.30 Annually

REPORTS TO: Director, Client Services

LOCATION: San Leandro, CA.

SPECIFIC DUTIES:

1. Receives referrals of families within RCEB with a need for additional support to complete processes including transition assessments and routine meetings to maintain RCEB services.
2. Provides outreach by phone and in person to referred families. Identifies potential barriers and works with supervisor to reduce these in order to complete processes.
3. Supports families in the completion of required RCEB documentation.
4. Explains the types of services available through the regional center to families.
5. Reviews cases that have been closed previously and makes contact to identify if there is a current need for services.
6. Works with interpreters to provide support to those who speak languages other than English and Spanish.
7. Participates in community outreach and education activities targeted to underserved communities.
8. Links families with other resources as needed. Maintains relationships with community partners.
9. Assists in gathering statistics.
10. Completes required reports, recording and forms.
11. Completes special agency assignments when requested.
12. May assist in conducting orientation sessions and support groups to new consumers/families.

MINIMUM QUALIFICATIONS:

1. Bachelors degree in education, social work, or a human services field or relevant education and a minimum of four years experience working with families in underserved communities.
2. Bilingual in English and one of the threshold languages in our catchment area (Spanish, Cantonese, or Vietnamese).
3. Parent/family member of individual with special needs preferred.
4. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.