

**REGIONAL CENTER OF THE EAST BAY**  
**Job Description**

**POSITION TITLE: Special Incident Report Coordinator**

**SALARY RANGE: \$2,492.24 - \$3,339.83 Bi-weekly**  
**\$64,798.24 - \$86,835.58 Annual**

**REPORTS TO: Quality Assurance Supervisor**

**LOCATION: San Leandro, CA.**

**DUTIES:** Under general direction, performs aspects of the Agency's risk management plan coordinating the management of special incident reports that includes but is not limited to:

1. Assisting QA Specialist or Case Managers in obtaining information necessary to make the incident report complete to ensure that the health and safety needs of the consumer are immediately addressed.
2. Supporting compliance with DDS required time lines for reporting and closing SIRS.
3. Maintaining a risk management data base.
4. Providing trainings to RCEB employees and vendors.
5. Creating a monthly or as needed data summary report for Risk Management Committee, DDS, or Mission Analytics.
6. Participating in State Risk Management meetings.
7. Other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A. Master's degree in a human services field (or) Bachelor's degree in human services with 2 years paid experience supporting people with intellectual and developmental disabilities.
- B. Ability to communicate clearly and effectively, verbally and in writing.
- C. Excellent organizational skills and ability to develop a course of action with follow through within timeframes.
- D. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.
- E. Automobile and valid driver's license.
- F. Ability to analyze data and utilize computer software including but not limited to Powerpoint and Excel.