



DISABILITY
COMMUNITY
RESOURCE
CENTER

JOB DESCRIPTION

POSITION TITLE: ADRC Program Coordinator
CLASSIFICATION: Non-Exempt
REPORTS TO: ILS Program Manager
SALARY RANGE: \$22.00 - \$24.00 per hour

JOB SUMMARY

Under the direction of the Independent Living Services Program Manager, the duties, functions, and requirements of the ADRC Program Coordinator are as follows: This position presents an opportunity to help shape and impact policy and services for the aging and disability communities in Los Angeles. Working in partnership with the other 6 LA County ILC's and the Los Angeles County AAA, the City of Los Angeles AAA, and 211, the ADRC Program Coordinator will develop and market an integrated service delivery system for the Aging & Disability Resource Connection (ADRC); part of a statewide initiative to better serve California's aging and disability communities.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Provide the ADRC Core Services, Enhanced I & R, Person Centered Transition Support, Person-Centered Options Counseling & Short-Term Service Coordination.
- Develop, implement, and monitor an integrated service delivery system in collaboration with existing ADRC partners.
- Develop a comprehensive community outreach plan to inform the public about the Los Angeles region ADRC; track outreach contacts, service hours, and results.
- Compile and submit member and service data to the LA County AAA as required.
- Assist members as needed with appropriate follow up (e.g. tracking benefit changes, referral to outside resources) to ensure service needs/goals are met.
- Assist in Developing and Coordinating an ADRC advisory committee with the other partners, including determining the parameters of the committee, recruiting potential members, and coordinating the logistics, agenda, and meeting notes for quarterly meetings.

Disability Community Resource Center (DCRC)

12901 Venice Blvd., Los Angeles, CA 90066 • **Phone:** (310) 390-3611 • **Fax:** (310) 390-4906

- Assist in creating and Initiating a consumer satisfaction survey and present survey results to core and extended partners of the program.
- Facilitates and coordinates care options for consumers across multiple agencies and service providers, including health care and government agencies.
- Complete required reports through the State and Partners under the ADRC contract.
- Other duties as assigned by the Program Manager and Executive Director.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Demonstrate advanced knowledge of the Independent Living movement, the Americans with Disabilities Act, the Individuals with Disabilities Education Act, and other related laws and regulations governing programs offered by DCRC.
- Demonstrate advanced knowledge and sensitivity engaging with diverse aging and disability groups including but not limited to: Deaf/Hard of Hearing; Mental Health; Cognitive and Developmental Disabilities; Blind/Low-vision; Physical Disabilities; and Learning Disabilities.
- Interact with co-workers regarding independent living issues and provide coverage when co-workers are absent.
- Convey the independent living philosophy and principles of member control, equal access, and equal opportunity throughout delivery of services.
- Demonstrate commitment to DCRC and to the vision, mission, and management philosophy of the agency.
- Protect the health, safety and confidentiality of members (and coworkers) in all facets of the job.
- Adhere to agency policies and procedures – particularly those dealing with confidentiality – in all aspects of agency operations.
- Participate in developing and sustaining a healthy organizational culture based on safety, mutual regard, and open communication.
- Maintain accurate and detailed records; documenting, in particular, service to members.
- Advocate for the rights of members and the enforcement of the Americans with Disabilities Act.
- Complete all other duties as assigned in a responsible, professional and timely manner.

SKILLS & REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability

desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possess interpersonal skills needed to interact effectively and diplomatically with a variety of staff, volunteers and members of the community.
- Basic supportive counseling and crisis intervention skills.
- Ability to communicate effectively (oral/written).
- Knowledge of basic computer applications and report writing.
- Organizational skills, ability to work both independently with minimal supervision, and as a team member.
- Valid California Driver's License, proof of insurance, or the ability to effectively arrange personal transportation locally and regionally.
- Life experience with a disability as well as knowledge of the Independent Living Movement philosophy preferred.

WORK ENVIRONMENT

- The work is performed primarily indoors, in the office.
- Community outreach requires some degree of local and regional travel, and the occasional outdoor event.
- Office environment includes moderate levels of noise and interruption.
- Stress level is moderate: expected to think clearly in emergencies, complete work with deadlines, deal with interpersonal conflicts, and work with frequent interruptions.

AAP/EEO STATEMENT:

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons are encouraged to apply for employment.

DISCLAIMER:

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned at any time with or without notice.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and the completed employment application forms to dcrc@dcrc.co You may also fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Please note that incomplete applications will not be considered.

CONDITION OF EMPLOYMENT:

As a condition of employment, all hires will be required to comply with the Disability Community Resource Center Mandatory Vaccination Policy. All Covered Individuals under the policy must provide proof of Full Vaccination or, if applicable, submit a request for Exception (based on Medical Exemption, Disability, and/or Religious Objection) or Deferral (based on pregnancy) no later than the applicable deadline. New DCRC employees must (a) provide proof of receiving at least one dose of a COVID-19 Vaccine no later than 14 calendar days after their first date of employment and provide proof of Full Vaccination no later than eight weeks after their first date of employment; or (b) if applicable, submit a request for Exception or Deferral no later than 14 calendar days after their first date of employment. Federal, state, or local public health directives may impose additional requirements.