

Westside Regional Center Request for Proposal (RFP)

DATE: 2/18/11

The Westside Regional Center is accepting letters of interest for:

**Interdisciplinary Assessment Services to help in determining eligibility for Regional Center
Services Early Start and Prevention Services.**

**Three (3) Providers
Bi-Lingual - Spanish required for one provider
Bi-Lingual – Spanish optional for second providers**

REQUIREMENTS FOR SERVICE DELIVERY

Job Duties:

- Initiate contact to gather required clinical, developmental and demographic data from family and sources in order to develop a psychosocial report.
- Schedule assessments and complete necessary paperwork to present case to WRC's Interdisciplinary Team.
- Responsible for the timely and efficient processing of all paperwork related to the intake process.
- Serve as the central point of contact for families/referral sources and maintain communication with families regarding the status of intake process/application.

Job Requirements:

1. Masters degree in field related to Early Childhood Development, e.g., psychology, education, social work, sociology.
2. Bachelors degree with at least 3 years experience in early childhood development.
3. Abilities as they relate to Early Childhood Development:
 - a. Excellent knowledge of early childhood growth/development, health and safety
 - b. Developmental observation and assessment of young children, including recognition of typical and atypical development
 - c. Effective family-centered communication, guidance and education about development
 - d. Local community resource collaboration and referrals
4. Self-motivation and enthusiasm; strong organization skills; ability to work efficiently, independently and contribute as a valued team member; willingness to undertake training and enhance skills as needed
5. Bilingual English/Spanish
6. Excellent writing and documentation skills

CONTENTS OF LETTER OF INTEREST

1. One page letter of interest.
2. Copy of current Résumé or Curriculum Vitae
3. Letters of Interest and Résumé/Curriculum Vitae may be mailed to:

**Thompson Kelly, Ph.D.
Westside Regional Center
5901 Green Valley Circle Suite 320
Culver City, CA 90230**

or via email Tomk@westsiderc.org FAX COPIES WILL NOT BE ACCEPTED

TIMELINES

1. All letters of interest and required documents must be received by Westside Regional Center by the close of business on **March 11, 2011**.
2. Selected candidates demonstrating appropriate requirements and experience will be contacted for interviews by **March 15, 2011**.
3. Candidates interviewed will be notified by **March 22, 2011** with WRC's final determination.

Award of these projects is at the sole discretion of the selection committee at Westside Regional Center. If there is no appropriate applicant, the contract will not be awarded. The decision of the selection committee is final and not subject to appeal. Employees of regional centers and Area Boards are not eligible to apply. Current employees of State Developmental Centers may apply, but are subject to approval following AB 1106 guidelines provided by the Department of Developmental Services (DDS).

INQUIRIES

All additional inquired regarding the application should be directed to Thompson Kelly (310) 258-4162. Technical assistance is limited to information on the requirements for the letter of intent.