



Position Posting

Posting Date: October 16, 2013

Position: Community Placement Plan Case Aide

Salary: \$14.22 per hour

Coordinates vendorization paperwork and assists WRC Resource Developer/Quality Assurance Specialist and the Community Placement Plan (CPP) Client Services staff.

REQUIREMENTS

- High School diploma or GED equivalent and two years responsible experience in related service work
OR
- AA Degree in Social Services field or completion of 60 semester hours of college credit towards a Bachelor's Degree in Social Services field.
- Excellent computer skills
- Good knowledge of SANDIS and UFS systems
- Initiative and ability to complete assignments in an organized and detailed manner.
- Ability to balance a changing workload between two departments
- Effective and professional interaction with clients, families, care providers and staff.
- Excellent communicate skills, both orally and in writing.
- Bilingual a plus

Submit resume w/salary history (required) to:

Human Resources
Westside Regional Center
5901 Green Valley Circle
Culver City, CA 90230
Fax: 310-258-4280
E-Mail: jobs@westside.org
Website: www.westside.org
No phone calls please