



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

I. Position Title: Vendorization and Rates Coordinator

II. Job Description and Duties:

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class

The Vendorization and Rates Coordinator works closely with Community Service Managers, the Director of Community Services, all other agency staff, and the State Department of Developmental Services to vendor new services, make changes to existing vendorizations, establish rates, and maintain agency records and files for both Redwood Coast Regional Center vendors and services vendored by other regional centers and used by RCRC Clients. Assists in audit preparation by reviewing selected charts and ensuring compliance with existing statutes and regulations. The Vendorization and Rates Coordinator assists in the development of new services, provides technical assistance to both prospective and existing vendors, maintains agency vendorization and rate setting policies and procedures so that they are current and in compliance with State law and regulation, verifies licenses, credentials, degrees, and other required information for purposes of vendorization and rate setting, provides training to Community Services and other agency staff regarding changes and updates to laws and regulations governing vendorization and rate setting, and corresponds with vendors on an as-needed basis in the course of fulfilling the above duties. The position needs to have working knowledge or demonstrate aptitude to learn pertinent law and regulation including the California Code of Regulations Title 17 & 22 and the Welfare & Institutions codes; as well as the ability to keep abreast of changes to law and regulation.

The Vendorization and Rates Coordinator also assists in the completion of contracts written by Community Services Department staff, producing the final, written contract, ensuring that contracts are reviewed by other appropriate staff, are disbursed to contract recipients in a timely manner, are returned, signed, and filed in a timely manner, and that copies of contracts are provided to all stakeholders of a particular contract. This position will be responsible for maintaining various tracking tools.

In the completion of Community Services Department-generated contracts, vendorizations, setting of rates, and computer data entry, the Vendorization and Rates Coordinator will work closely with Fiscal Department staff to ensure smooth, accurate, timely, and complete exchange of information needed by both departments to carry out the business of the agency.

The Vendorization and Rates Coordinator may also assist in coordinating, scheduling, and contacting service providers for Quality Assurance Evaluations.



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II. Minimum Employment Standards:

A. Education:

Graduation from high school or a G.E.D. is required; an associate's degree or equivalent college experience is preferred.

B. Experience:

Four years of related experience working with administrative, record keeping, contracts, computer databases, and similar functions. Experience in contract writing is desired. An associate or bachelor's degree may be substituted for two years of experience.

C. Knowledge and Abilities:

Knowledge of office methods, practices and equipment; knowledge of computers, including use of word processing and data base software; excellent skills in working professionally and effectively with others and maintaining good working relationships; excellent skills in establishing priorities and meeting deadlines; able to complete reports, letters, memos, and other professional correspondence; excellent team skills; able to learn and implement California laws and regulations pertaining to vendorization and rate setting; excellent verbal and written communication skills. The ability to keyboard 55 wpm is desired.

D. Travel Requirements:

Travel, which may include overnight trips, is required for this position.

E. Other Requirements:

1. This position requires extensive sitting in office settings, for meetings and for occasional travel. Frequent walking, standing and occasional lifting up to 15 pounds with occasional bending, stooping, reaching and stretching to complete work duties. Any of the above with reasonable accommodation.
2. This position requires the ability to work in a fast-paced environment and at times, to cope with complex and potentially stressful situations.

F. Redwood Coast Regional Center's Workplace Security Policy:

Employee security responsibilities:

- Access only the systems, data, and physical spaces required for your position.
- Keep credentials confidential, never share or reuse them and use multi-factor authentication (MFA) where implemented.



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- Immediately report suspected credential compromise, security incidents or any suspicious activity, or potential risk, to the ITG Team and/or your supervisor.
- Complete all required security and data protection trainings on time.
- If working out of the office such as in the field, use secure connections and compliant, protected devices; do not access or store confidential information on unsecured networks or personal devices without authorization
- Return all organizational assets upon termination of employment or at the end of your contract and cooperate with HR/IT to promptly remove system access.
- Understand that violations of security policies and procedures may result in disciplinary action, including termination of employment and/or legal action.

III. Supervision

This position is supervised by the Director of Community Services in the Community Services Department.



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Vendorization and Rates Coordinator

Core Competencies

- Articulates and demonstrates agency Vision Statement and Departmental Mission Statement in one's own words
- Demonstrates Person Centered Practices and strategies
- Demonstrates professional ethics in all aspects of work including confidentiality, honesty, integrity, respectfulness, and accountability for one's actions
- Communicates clearly and accurately both verbally and in writing to project a positive image of the business
- Speaks with confidence using clear, concise sentences and is easily understood, and is diplomatic in all communication
- Ability to document and communicate information in a factual, accurate, concise and timely manner
- Exhibits active listening skills when receiving input on other's ideas and/or concerns
- Demonstrates good technical assistance skills; including organizing materials, coaching, demonstration of methodology, teaching skills, and providing feedback
- Demonstrates the ability to manage multiple conflicting priorities without loss of composure (within a timely manner)
- Projects a positive demeanor regardless of changes in working conditions.
- Exhibits the ability to multi-task, set priority and meet strict deadlines
- Takes personal responsibility for one's own job performance and demonstrates a commitment to professional growth and development through on-going training
- Demonstrates the skills in analyzing, interpreting, and applying complex projects that follow regulations
- Demonstrates the skill in analyzing complex projects, and developing and implementing effective courses of action
- Responds to phone calls and e-mail in a timely fashion; usually within 48 hours



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- ☐ Skillfully acknowledges differences by showing cultural awareness and mindfulness of others
- ☐ Willingly assists other departments as appropriate
- ☐ Ability to function autonomously when needed within parameters of job and assigned tasks and utilize prudent, professional judgement and seek assistance when needed by consulting with supervisor
- ☐ Maintains working relationship with one's supervisor through regular consultation sessions
- ☐ Promotes cooperation within the unit department and with other work units, Agency departments and allied agencies
- ☐ Displays proficiency using standard office equipment such as a computer, fax, photocopier, and scanner
- ☐ Demonstrates a solid working knowledge of the computer programs and information systems required for the completion of one's work responsibilities including but not limited to SANDIS, ADP, Microsoft Outlook, Microsoft Word, Excel, PowerPoint program and Abode Pro
- ☐ Demonstrates advanced proficiency by quickly adapting to new technology and easily acquiring new technical skills
- ☐ Able to create tracking systems and utilize Excel spreadsheets for monthly, quarterly, yearly statistics
- ☐ Ability to balance conflicting priorities in order to manage workflow and ensure the completion of essential projects and to meet critical deadlines
- ☐ Effectively manages the workspace (i.e. keeps a clean and organized office, appropriately handles all paperwork, maintains control over the physical environment)