



Golden Gate Regional Center

Serving people with developmental disabilities since 1966

December 2, 2009

Dear Residential Service Providers:

To better ensure that our Social Workers have accurate information regarding vacancies at your respective facilities, Golden Gate Regional Center is instituting a streamlined procedure for reporting vacancy openings and closings.

Effective immediately, please send notice of your vacancies to one of the following e-mail addresses:

- For facilities in Marin County, use res-vacancies-cmo@ggrc.org
- For facilities in San Francisco County, use res-vacancies-sfo@ggrc.org
- For facilities in San Mateo County, use res-vacancies-smo@ggrc.org

In your e-mail, please provide the information listed below:

- Total number of vacancies
- Whether the vacancy or vacancies is for a male or female
- Whether the vacancy or vacancies is for an ambulatory or non-ambulatory individual

In addition to the above, please send notice to the same e-mail address once a vacancy closes.

It is highly preferred that you use e-mail to furnish us with this information, but you may also choose to contact any one of our three offices by phone:

- For facilities in Marin County, use (415) 945-1600
- For facilities in San Francisco County, use (415) 546-9222
- For facilities in San Mateo County, use (650) 574-9232

In each instance, the receptionist will be able to direct your call to the appropriate staff member.

Thank you for your cooperation in this matter.

Sincerely,

Lisa Rosene, LCSW
Chief, Regional Center Services

www.ggrc.org

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(415) 546-9222

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San Mateo, CA 94403
(650) 574-9232

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(415) 945-1600