

PSW
194 West Poplar Avenue
Porterville, CA 93257

Internal Posting - & Open to the Public – closes Friday, September 14th, 2018

Job Opportunity

Posting Date: 09/10/2018

**Internal
Application
Deadline:**

09/12/2018 at 4:00 p.m.

Position: Instructor I - Floater

Department: Floats within Business Services
Departments

Grade: 1 (\$11.00 – \$16.33)

(assembly, mobile maintenance,
landscape, recycling, sweeping,
value village)

Status: Regular - Full time

- Job Summary:** To provide assistance in the training of individuals with disabilities, as needed, to cover for staff vacations/absenteeism
- Supervision Received:** Works under the direct supervision of the Director of Business Services and/or Client Program Coordinator
- Supervision Exercised:** Assist clients, and provide a lead role in directing work of Instructors, non-disabled workers, or volunteers as assigned.
- Education Required:** High school diploma or equivalent from an accredited national or regional agency.
- Special Skills & Knowledge:** Must have or be able to obtain and maintain CPR/ First Aid certification within 90 days of employment.
Work in Inclimate weather
Work days vary (Saturday through Friday)
Clean DMV
Pass CHP background clearance
Forklift certified
Class “B” license within 60 days

SEE JOB DESCRIPTION ATTACHED

All PSW internal applicants must have an “usually meets” rating on current and/or immediate preceding year’s annual evaluation to be eligible to apply.

**For further information, please contact:
Laura Powell 784-1399 ext. 1014 or Cheryl Haugen 784-1399 ext. 1015**

Send Internal Applications to the Human Resources Department

PSW

Job Description

Job Title:	Instructor I Floater, Supported Employment Crews
Job Summary:	Provide assistance in the training of disabled clients, as needed, to cover for staff vacations/absenteeism.
Salary Grade:	Grade 1
Supervision and Direction Received:	Works under the supervision Client Program Coordinator / Retail Manager.
Supervision Exercised:	Assists clients, non-disabled workers, or volunteers as assigned.
Education Required:	High school diploma or GED Certificate from an accredited national or regional agency.
Special Skills & Knowledge:	<ol style="list-style-type: none"> 1. Must be able to obtain and maintain CPR/First aid certification within 90 days of employment. 2. Must be able to exercise sound judgment, initiative, organization, and skills in directing the work of clients.
Job Essential Elements:	<ol style="list-style-type: none"> 1. Must be able to pass a pre-employment drug screen, physical and criminal background checks. 2. Must be at least 21 years of age. 3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain a valid California driver license and DMV record acceptable to PSW insurance. Must maintain current vehicle insurance with a copy on file when using personal vehicle for PSW business. 4. Must be able to individually lift 50 pounds from floor level to waist height observing appropriate safety practice when lifting, stooping or bending and in the performance of all other job functions. 5. Must be able to use proper two person lifting techniques. 6. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality. 7. Must be at designated work site when scheduled unless otherwise excused by supervisor. 8. Must demonstrate punctuality in the performance of all job duties. 9. Must be able to communicate clearly and concisely, in English, both verbally and in written form. 10. Must be able to provide constant and direct care and services to the clients.

11. Ability to respond effectively and have strength and agility to assist with clients who have mobility, behaviors, and/or physical limitations.
12. Observe all workshop departmental policies and procedures
13. Must be able to provide instruction and training to clients using verbal communication, hands on demonstration, and modeling.
14. Must be able to multi-task.
15. Must be able to complete all other duties as assigned.
16. Work scheduled as assigned; Saturdays, Sundays and holidays or irregular shift as required to complete contract specifications.
17. Must be able to be on all contract sites.
18. If required must be able to obtain and maintain valid Class B driver's license.
19. Must be able to work outside year round to include inclement weather.
20. Document client attendance.

**Job Duties
Production:**

1. Clock in/Clock out as assigned.
2. Insure that clients are trained regarding the proper use, maintenance, and storage of any safety equipment.
3. Responsible for area safety and cleanliness.
4. Make sure clients are in compliance with dress code in area of responsibility.
5. Insure all tools and equipment are maintained in a safe working condition at all times.
6. Responsible for the maintenance and quality of all work contracts under their supervision.
7. Assign tasks to clients to accomplish contracts goals.
8. Check with assigned supervisor for messages each morning and before leaving for the day.
9. Complete a Daily Preventative Maintenance Inspection Report (Form # 213) fuel vehicle for the assigned vehicle daily before operation. Secure the vehicle at the end of the shift as assigned.
10. Insure that work schedules are followed to include rest breaks and meal periods.
11. Spraying of pesticide materials as needed.

**Job Duties
Rehabilitation:**

1. Provides client supervision, training, and instruction both individually and in groups as assigned.
2. Furnishes input and assistance in the selection, development, implementation, and updating of appropriate individual goal plans, including collection and recording of necessary data; during all on & off site client

activities.

3. Record and file all appropriate client information and reports such as Chronological Narratives (Form #40), Client Incident Reports (Form #LIC-624), Department of Rehabilitation/Habilitation Reports (Form #HS-1), and Progress Reports (Form #47), as required.
4. Assist in planning for and preparation of daily client programs and services.
5. Maintains physical areas, materials, and equipment or vehicles as assigned and returns materials and equipment to proper storage locations.
6. Provides assistance whenever and wherever possible in maintaining the working conditions and appearance of the facility.
7. Assist clients with self-care in the areas of dressing, health, hygiene, and toileting as needed. Seek gender assistance when needed.
8. Oversees clients during all on and off-site (community based) activities at all times, to include client break time, lunch time, loading and unloading of buses. Staff break time is excluded from client supervision.
9. Assist in orientation, observation, and verbal written assessment of clients.
10. Complete all documentation as required.
11. Attend all training sessions/staff meetings as required.
12. Assist holding emergency evacuation drills as required.
13. Accurately maintains daily client data on Palm Pilot.
14. Update client benefits available list as required.
15. Keep Client Program Coordinator informed about issues related to clients.
16. Perform other duties as assigned.