

PSW  
194 West Poplar Avenue  
Porterville, CA 93257

**Outside Posting closes - 10/17/2018**

## Job Opportunity

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<b>Posting</b>		<b>Internal</b>	
<b>Date:</b>	10/10/2018	<b>Application Deadline:</b>	10/12/2018 at 4 p.m.
<b>Position:</b>	Instructor I	<b>Department:</b>	ASC – Dept. 320
<b>Grade:</b>	1	<b>Rate:</b>	\$ 11.00 - \$ 16.33 /hr.
<b>Status:</b>	Instructor I – Regular (6 hrs/day)		

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### Job

**Summary:** To provide assistance to assigned direct supervisor in the training of disabled clients.

### Education

**Required:** High school diploma or equivalent required. No experience required.

### Special Skills & Knowledge:

- Must be able to obtain and maintain CPR/First Aid certification within 90 days of employment
- Must be able to pass Department of Social Services Licensing requirements.

### Duties &

### Responsibilities:

For description of tasks related to job description, contact Human Resources.

**For further information, please contact:**

**Laura Powell, (559) 784-1399 ext. 1014 or Cheryl Haugen (559) 784-1399 ext. 1015**

**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.**

**Send Internal Applications to the Human Resources Department**

## PSW

### Job Description

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<b>Job Title:</b>	<b>Instructor I ASC/DTAC</b>
<b>Job Summary:</b>	Provide constant supervision of and hands-on training and assistance to developmentally disabled clients.
<b>Salary Grade:</b>	Grade 1
<b>Supervision Received:</b>	Works under the direct supervision of a Client Program Coordinator or as directed by Client Program Coordinator.
<b>Supervision Exercised:</b>	Assists clients, non-handicapped workers, or volunteers as assigned.
<b>Education Required:</b>	High school diploma or equivalent from an accredited national or regional agency.
<b>Special Skills &amp; Knowledge Required:</b>	Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.
<b>Job Essential Elements:</b>	<ol style="list-style-type: none"> <li>1. Must be able to pass a pre-employment drug screen, physical and criminal records check.</li> <li>2. Must be at least 21 years of age.</li> <li>3. If required to drive PSW vehicle or personal vehicle for company business, must have and maintain 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.</li> <li>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.</li> <li>5. Must be able to use proper two person lifting techniques.</li> <li>6. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.</li> <li>7. Must be at designated work site when scheduled unless otherwise excused by supervisor.</li> <li>8. Must demonstrate punctuality in the performance of all job duties.</li> <li>9. Must be able to communicate clearly and concisely, in English, both verbally and in written form.</li> <li>10. Must be able to provide constant and direct care and services to the clients.</li> <li>11. Assist clients with self-care, in the areas of dressing, health, hygiene, grooming, and toileting as needed.</li> <li>12. Ability to respond effectively and have strength and agility to assist with clients who have mobility,</li> </ol>

- behaviors, and/or physical limitations.
13. Observe all workshop departmental policies and procedures.
  14. Must be able to multi-task.
  15. Must be able to provide instruction and training to clients using verbal communication, hands on demonstration, and modeling.
  16. Must be able to complete all other duties as assigned.

**Job Duties:**

1. Oversees volunteers when assigned. Provides information and/or assistance to the Lead Instructor, or designee, on a regular basis, as requested.
2. Provides direct client supervision, training, and instruction, both individually and in groups as assigned.
3. 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.
4. Assists in orientation, observation, and verbal/written assessment of clients.
5. Furnishes input and assistance in the selection, development, implementation, and updating of appropriate individual goal plans, including collection and recording of necessary data.
6. Records and/or files all appropriate client information and reports such as chronological narratives, incident reports, accident reports, or client intervention plans.
7. Assists in planning for and preparation of daily client programs and services.
8. Maintains physical areas, materials, equipment and/or vehicles as assigned, and returns materials and equipment to proper storage locations.
9. Provides assistance whenever and wherever possible in maintaining the working conditions and appearance of the building and grounds of our facility.
10. Perform all other duties as assigned.