

PSW
194 West Poplar Avenue
Porterville, CA 93257

Public Posting-closes Tuesday, 10/15/2018 – @ 4:00 p.m.

Job Opportunity

Posting Date:	10/08/2018	Internal Application Deadline:	10/11/2018 at 4:00 p.m.
Position:	Instructor I	Department:	Recycling – (#235)
Grade:	1	Rate:	\$11.00 - \$16.33
Status:	Regular - Days vary Including Saturdays	Fast paced production environment	

Job

Summary: To provide assistance to assigned direct supervisor in the training of disabled clients. Must be able to work in production type contracts/work.

Education

Required: High school diploma or equivalent from an accredited national or regional agency.

Special Skills & Knowledge:

- 1) One (1) year experience in related field preferred- recycling.
- 2) Must be able to obtain & maintain CPR/First Aid Certification within 90 days of employment.
- 3) Must be able to pass Dept. of Social Services Licensing Requirements.

Duties &

Responsibilities: For description of tasks related to job description, contact Human Resources

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.

Forward all application to Human Resources at 194 West Poplar Ave.

For further information, contact: Human Resources:

784-1399 ext. 1014 - Laura Powell, Director of Human Resources or
784-1399 ext. 1015 - Cheryl Haugen, Executive Human Resources Assistant

PSW**Job Description**

Job Title:	Instructor I Recycling
Job Summary:	Provide assistance in the training of disabled clients.
Salary Grade:	Grade 1
Supervision Received:	Works under the direct supervision of a Client Program Coordinator.
Supervision Exercised:	Assists clients, non-disabled workers, or volunteers as assigned.
Education Required:	High school diploma or equivalent from an accredited national or regional agency.
Special Skills & Knowledge Required:	<ol style="list-style-type: none"> 1. Must be able to obtain and maintain CPR/First aid certification within 90 days of employment. 2. One (1) year experience in related field preferred.
Job Essential Elements:	<ol style="list-style-type: none"> 1. Must be able to pass a pre-employment drug screen, physical and criminal records check. 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 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 certified to drive a forklift. 5. 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. 6. Must be able to stand for long periods while doing job duties. 7. Must be able to push/pull/stoop/crouch/reach while performing daily job duties. 8. Must be able to use proper two person lifting techniques. 9. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality. 10. Must be at designated work site when scheduled unless otherwise excused by supervisor. 11. Must demonstrate punctuality in the performance of all job duties. 12. Must be able to communicate clearly and concisely, in English, both verbally and in written form. 13. Must be able to provide constant and direct care and services to the clients. 14. Ability to respond effectively and have strength and agility to assist with clients who have mobility,

- behaviors, and/or physical limitations.
15. Observe all workshop departmental policies and procedures.
 16. Must be able to multi-task.
 17. Must be able to complete all other duties as assigned.
 18. Must be able to provide instruction and training to staff and clients using verbal communication, hands on demonstration, and modeling.
 19. Must be cashier.
 20. Must be able to work flexible hours and occasional weekends.
 21. Must be able to work outside in various year-round climates to include inclement weather.

**Job Duties
Production:**

1. Supervise and train clients in their daily work activities.
2. Insure that staff and clients are trained regarding the proper use, maintenance, and storage of lifting belts, safety glasses, ear protection, and any other safety equipment.
3. Responsible for insuring effective, courteous service to recycling customers by staff and clients.
4. To insure staff quality control of all Cal-redemption material according to State of California Department of Conservation Regulations.
5. To insure proper documentation for each transaction for Cal-redemption materials.
6. Responsible for staff submitting Client Daily Activity Reports, due to the Accounting Department by 9:00 a.m. the following work day.
7. Keeping work areas inside the building swept and free from litter.
8. Maintain all posted exits, fire alarms, fire extinguishers, and electrical panels unobstructed.
9. Maintain curb, gutter, driveway, and compound areas free of litter. Clean V-gutter from the recycling building to the west sidewalk once per week.
10. Wash down the can densifier, glass crusher, and floor areas around all machines weekly.
11. Report any staff absences or tardies to the Client Program Coordinator.
12. Insure that the Recycling Center is ready to receive customers per posted hours.
13. Check the Recycling mail box for messages each morning, noon, and before leaving for the day.
14. Must be able to cashier.
15. Count the balance of cash in drawer and turn in his/her cash drawer with tickets to the Accounting Department for reconciling at the end of their shift.
16. Submit inventory of materials in storage to CPC on the last working day of the month.
17. Insure proper posting of current prices per Department of Recycling regulations, 2500 (2) Operation Standards.

18. Insure staff and clients wear their uniforms in a presentable manner, and that they are clean at the beginning of each day. Report any needs to the Client Program Coordinator.
19. Insure that all materials being shipped are properly loaded and secured for shipment and DR6 reports are completed.

**Job Duties
Rehabilitation:**

1. Provide direct instruction to clients as necessary.
2. Complete Client Incident Reports as needed.
3. Attend all training sessions as required.
4. Assist holding emergency evacuation drills as required.
5. Complete client Progress Reports as required.
6. Maintain accurate and current client files.
7. Be responsible for the implementation of client goal plans.
8. Complete client time sheets daily.
9. Update client benefits available list as required.