

**PSW**  
**194 West Poplar Avenue**  
**Porterville, CA 93257**

**Open to the Public until Friday, 09/30/2022 @ 3:30 pm**

## **Job Opportunity**

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<b>Posting Date:</b>	<b>09/23/2022</b>	<b>Internal Application Deadline:</b>	<b>09/27/2022 at 4:30 p.m.</b>
<b>Position:</b>	<b>ILP Case Manager – Porterville</b>	<b>Department:</b>	<b>Independent Living Program</b>
<b>Grade 2 - Wages:</b>	<b>\$17.00 - \$30.36 / hr</b>		
<b>Status:</b>	<b>Regular</b>	<b>Position w/flexible schedule</b>	

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**Job Summary:** Provide assistance in the training of trainees with intellectual disabilities. Assist in evaluating, planning, and developing individual client goal plans and services. Implement and record appropriate data and information regarding client progress on goals set and services. Function as a lead staff and provide training to co-workers, new hires, and/or temporary staff using verbal communication, hands on training, and modeling.

**Supervision Received:** Works under the direct supervision of the Program Supervisor III or Service Coordinator assigned.

**Supervision Exercised:** Assist trainees, adults with intellectual disabilities, or volunteers as assigned.

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

**Experience Required:** **Two years experience in related fields of habilitation, social services, or education.**

**Special Skills & Knowledge:**

- 1) Obtain/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 others.
- 3) Must have clean DMV Driving Record; Class “C” Drivers’ license
- 4) Must Pass fingerprint/live scan/background clearance for DSS.

**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 at (559) 784-1399 ext. 1014 or Cheryl Haugen (559) 784-1399 ext. 1015**

**Send completed/signed Internal Applications with any/all documentation to the HR Department**

# PSW

## Job Description

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<b>Job Title:</b>	<b>ILP Case Manager</b>
<b>Job Summary:</b>	Provide assistance in the training of multiple trainees and their individual needs. Assist in evaluating, planning, and developing individual trainee goal plans and services. Implement and record appropriate data and information regarding trainee progress on goals set and services. Function as a lead staff and provide training to co-workers, new hires, and/or temporary staff using verbal communication, hands on training, and modeling.
<b>Salary Grade:</b>	Grade 3
<b>Supervision Received:</b>	Works under the direct supervision of Independent Living Service Coordinator or Program Supervisor III.
<b>Supervision Exercised:</b>	Assists trainees or volunteers as assigned.
<b>Education Required:</b>	High school diploma or equivalent from an accredited national or regional agency.
<b>Experience Required:</b>	Two years' experience in related fields of habilitation, social services, or education.(case management, human services, social behavior services)
<b>Special Skills &amp; Knowledge Required:</b>	<ol style="list-style-type: none"><li>1. Must be able to exercise sound judgment, initiative, organization and skills in directing the work of others.</li><li>2. Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.</li><li>3. Coordinate the implementation and delivery of the trainee's goal plan in a timely manner.</li><li>4. Critical thinking and decision making to plan the best course of action for their trainees.</li><li>5. Social context to understand the challenges and opportunities trainees face.</li></ol>
<b>Job Essential Elements:</b>	<ol style="list-style-type: none"><li>1. Must be able to pass a pre-employment drug screen and physical.</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 work cooperatively with co-workers, trainees, agencies and customers. Must respect their rights, including the right to privacy, dignity, and</li></ol>

- confidentiality.
6. Must be at designated work site when scheduled unless otherwise excused by supervisor.
  7. Must demonstrate punctuality in the performance of all job duties.
  8. Must be able to communicate clearly and concisely, in English, both verbally and in written form.
  9. Must be able to provide constant and direct care and services to the trainees.
  10. Ability to respond effectively and have strength and agility to assist with trainees who have mobility, behaviors, and/or physical limitations.
  11. Observe all workshop departmental policies and procedures.
  12. Must be able to multi-task.
  13. Must be able to complete all other duties as assigned.
  14. Must be able to transport trainees.
  15. Must be able to provide training and services to the trainees in the areas of meal preparation, shopping, appliances-use & safety, safety & emergency procedures, transportation & mobility, driver's education (for driver's permit), social awareness, housekeeping, hygiene/grooming, communication, relationships, community resources, and other areas of individual needs.
  16. Must have through knowledge and be able to train individuals in money management and maintaining a bank account.
  17. Work schedule as assigned; Saturday, Sunday and holidays or irregular shift as required to complete the job specifications.
  18. Must be able to work outside in various year-round climates to include inclement weather.

**Job Duties:**

1. Report to I.L.P. Office for a weekly staff meeting.
2. Assess trainee's physical and mental wellness, needs, preferences and abilities to develop tailored goal plans.
3. Build a rapport with trainees and families.
4. Provide direct trainee training individually as assigned. Train all trainees assigned on a regular basis, weekly or bi-weekly
5. Provide training in the areas of the purchase authorization only.
6. Listen to trainee's concerns, provide counseling or intervention as required. Spend only allotted amount of time as stated in the purchase authorization with each trainee (no more/no less).
7. Encourage trainees to make their own decisions while providing guidance, support and thoroughly investigate situations.
8. Respond to emergency situations and fulfill responsibilities following all guidelines.

**Job Duties:**

9. Serve as a liaison between the trainee, social, financial, health and legal services.
10. If you need to cancel/reschedule appointments with a trainee, call and inform the trainee. Report schedule changes to (559) 784-1399 ext. 1125 unless otherwise directed by Supervisor.
11. All appointments must be documented in trainee's confidential Case Magic file.
12. Maintain accurate and current confidential files on cases as assigned. All documentation must be completed, maintained, and turned in by set deadlines as required by the program. This would include incident reports, attendance/billing, quarterly/annual trainees' reports, APS & CPS reports, etc.
13. Contact referral agencies regarding incidents and conditions of concern. (ie: APS, CPS, Referral agencies, etc). Submit written reports as required.
14. Report significant incidents to Supervisor.
15. Perform all other duties as assigned.