

PSW  
194 West Poplar Avenue  
Porterville, CA 93257

## Job Opportunity

**Open to the public – closes Friday, 9/30/2022 @ 3:30 pm**

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<b>Posting Date:</b>	<b>09/23/2022</b>	<b>Internal Application Deadline:</b>	<b>09/27/2022 at 4 p.m.</b>
<b>Position:</b>	<b>LIFE SKILLS COACH I - OPERATOR</b>	<b>Department:</b>	<b>Lindsay-BMGT - #351 &amp; Club 194 - #330</b>
<b>Grade:</b>	<b>1</b>	<b>Rate:</b>	<b>\$ 15.00 - \$ 19.59 /hr.</b>
<b>Status:</b>	<b>Regular with benefits</b>		

**Job Summary:** Provide assistance in the training to individuals with disabilities. Must be able to work in production type contracts/work.

**Supervision Received:** Works under the direct supervision of Client Program Coordinator (CPC) or as directed by the Program Supervisor III.

**Supervision Exercised:** Assist clients, non-handicapped workers, or volunteers as assigned.

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

**Experience Required:** One (1) year experience in related field, preferred.

**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.

**All PSW internal applicants must have a “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, (559) 784-1399 ext. 1014 or Cheryl Haugen (559) 784-1399 ext. 1015**

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

## PSW

### Job Description

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<b>Job Title:</b>	<b>Life Skills Coach I/Operator ASC/DTAC</b>
<b>Job Summary:</b>	Provide constant supervision of and hands-on training and assistance to developmentally disabled clients. Drive clients to and from the various PSW facilities.
<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, as well as the Transportation Supervisor or Director of Transportation.
<b>Supervision Exercised:</b>	Assists clients, non-handicapped workers, or volunteers as assigned. While driving: responsible for maintaining order and safety among clients aboard bus.
<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. Commercial license with unrestricted passenger endorsement required. A VDDP certificate may be required.</li> <li>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.</li> <li>6. Must be able to use proper two person lifting techniques.</li> <li>7. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.</li> <li>8. Must be at designated work site when scheduled unless otherwise excused by supervisor.</li> <li>9. Must demonstrate punctuality in the performance of all job duties.</li> </ol>

10. Must be able to communicate clearly and concisely, in English, both verbally and in written form.
11. Must be able to provide constant and direct care and services to the clients.
12. Assist clients with self-care, in the areas of dressing, health, hygiene, grooming, and toileting as needed.
13. Ability to respond effectively and have strength and agility to assist with clients who have mobility, behaviors, and/or physical limitations.
14. Observe all PSW departmental policies and procedures.
15. Must be able to multi-task.
16. Must be able to provide instruction and training to clients using verbal communication, hands on demonstration, and modeling.
17. Must be able to work flexible hours, occasional weekends.
18. Must be able to drive any assigned route as needed.
19. Must be able to work in inclement weather.
20. Must be able to complete all other duties as assigned.

**Instructor  
Job Duties:**

1. Oversees volunteers when assigned. Provides information and/or assistance to the CPC, Job Coach II, 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.

**Operator Job Duties**

1. Provide transportation for developmentally disabled

Operator  
Job Duties

- adults to the PSW programs, facilities, and work sites.
2. Exercise sound judgment in dealing with Clients aboard bus.
  3. Maintain safety and order on bus at all times.
  4. Complete required paperwork neatly, accurately, and in a timely manner. This may include vehicle reports, daily maintenance check sheet, riders roll, client incident, and accident reports, vehicle accident reports requests for leave, etc.
  5. Communicate with parents, Residential Service Providers, regarding client absences and vacations, relocation of Clients, incoming Clients to the Porterville Sheltered PSW programs, incidents and/or accidents while aboard the bus.
  6. Assist Clients on and off the bus as needed.
  7. Load and unload wheelchair Clients using wheelchair lift if available or manually as required.
  8. Assist in the daily transfer of Clients between buses.
  9. Attend training meetings as required.
  10. Report any vehicle malfunctions, repairs needed, needed maintenance to Transportation Supervisor or mechanic.
  11. Answer phone or two-way radio as needed.
  12. Practice defensive driving skills and drive appropriately when operating a PSW vehicle.
  13. Must have a means to be contacted, phone or message phone, in case of time or route changes.
  14. Other duties as assigned.

## PSW

## Job Description

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<b>Job Title:</b>	<b>Life Skills Coach I/ Operator LINDSAY - ADP/BMGT</b>
<b>Job Summary:</b>	Provide constant supervision of and hands-on training and assistance to developmentally disabled clients. Drive clients to and from the various PSW facilities.
<b>Salary Grade:</b>	Grade 1
<b>Supervision Received:</b>	Works under the direct supervision of a Client Program Coordinator or as directed by the Program Supervisor as well as the Transportation Supervisor or Director of Transportation.
<b>Supervision Exercised:</b>	Assists clients, non-handicapped workers, or volunteers as assigned. While driving: responsible for maintaining order and safety among clients aboard bus.
<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. Commercial license with unrestricted passenger endorsement required. A VDDP certificate may be required.</li> <li>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.</li> <li>6. Must be able to use proper two person lifting techniques.</li> <li>7. Must work cooperatively with co-workers, clients, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.</li> <li>8. Must be at designated work site when scheduled unless otherwise excused by supervisor.</li> <li>9. Must demonstrate punctuality in the performance of all job duties.</li> <li>10. Must be able to communicate clearly and concisely, in English, both verbally and in written form.</li> <li>11. Must be able to provide constant and direct care and services to the clients.</li> </ol>

12. Ability to respond effectively and have strength and agility to assist with clients who have mobility, behaviors, and/or physical limitations.
13. Observe all PSW departmental policies and procedures.
14. Must be able to multi-task.
15. Must be able to complete all other duties as assigned.
16. Must be able to provide instruction and training to clients using verbal communication, hands on demonstration, and modeling.
17. Must be able to work flexible hours, occasional weekends.
18. Must be able to drive any assigned route as needed.
19. Must be able to work in inclement weather.
20. 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, and equipment 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.

**Operator Job Duties**

1. Provide transportation for developmentally disabled adults to the PSW programs, facilities, and work sites.
2. Exercise sound judgment in dealing with Clients aboard bus.

3. Maintain safety and order on bus at all times.
4. Complete required paperwork neatly, accurately, and in a timely manner. This may include vehicle reports, daily maintenance check sheet, riders roll, client incident, and accident reports, vehicle accident reports requests for leave, etc.
5. Communicate with parents, Residential Service Providers, regarding client absences and vacations, relocation of Clients, incoming Clients to the Porterville Sheltered PSW programs, incidents and/or accidents while aboard the bus.
6. Assist Clients on and off the bus as needed.
7. Load and unload wheelchair Clients using wheelchair lift if available or manually as required.
8. Assist in the daily transfer of Clients between buses.
9. Attend training meetings as required.
10. Report any vehicle malfunctions, repairs needed, needed maintenance to Transportation Supervisor or mechanic.
11. Answer phone or two-way radio as needed.
12. Practice defensive driving skills and drive appropriately when operating a PSW vehicle.
13. Must have a means to be contacted, phone or message phone, in case of time or route changes.
14. Other duties as assigned.