

PSW
194 West Poplar Avenue, Porterville, CA 93257

Job Opportunity – Employment Services Job Developer

Posting Date:	November 26, 2025	Application Deadline:	Wednesday, December 3, 2025 at 3:00 p.m. <u>Open to the Public until filled</u>
Position Status:	Part-Time (29 hours or less a week)	Department:	Business Services
Grade:	(2)		
Wage Range:	\$17.00 - \$25.04 hourly		
FSLA Classification:	Non-exempt	Job Duties and Responsibilities:	<i>See job description</i>

Job Summary: *(see job description for full details)* Establish a network of business connections and viable job sites in the local community that will allow participants of the Employment Services programs opportunities for competitive integrated employment. Job sites may provide opportunities for work assessments, job skills training, paid and unpaid internships and individual job placements with job coach supports.

Reports to: Director of Business Services

Education Required:

- High School diploma or GED, equivalent from an accredited national or regional agency.

Experience Required:

- Excellent verbal and written communication skills with attention to detail and documentation.
- Minimum of two (2) years' experience working with individuals with intellectual/developmental disabilities.
- Bi-Lingual due to caseload

Special Skills & Knowledge:

- CPR/First Aid certification-obtain/maintain certification within 90 days of employment.
- Acre Basic Certification in Employment Services within 12 months of hire.
- Driving Requirements – Must be 21 years of age and possess a valid Class "C" driver's license and maintain DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law.
- Background Clearance - Must successfully pass fingerprint/live scan/background clearance for the Department of Social Services (DSS).
- Ability to establish effective rapport with business owners, employers and participants as well as maintain records accurately.

Send completed/signed *internal* applications with any/all related documentation to the HR department. If required documentation is not attached, applicant will not be considered for the position.

Public may apply in person M-F (8-12pm & 1-3:00pm) or send resume to: careers@pswcares.org

For further information, please contact

Human Resources at (559) 784-1399 Olivia "Bo" Ortiz @ ext. 1007, Cheryl @ ext. 1015

Job Title: Employment Services Job Developer

Position Status: Part time

FSLA Classification: Non-Exempt

Salary Grade, Range: (2), \$ 17.00 - \$25.04/hr

Reports to: Director of Business Services or Designee

Job Summary:

Establish network of business connections and viable job sites in the local community that will allow participants of the TEWLS and SEP-IP programs opportunities for competitive integrated employment. Job sites may provide opportunities for work assessments, job skills training, paid and unpaid internships and individual job placements. Coordinate inter-agency support for persons' served with the TEWLS and Supported Employment.

Job Duties:

- Clock in and out according to assigned schedule and/or department.
- Focus on identifying and supporting person centered opportunities with businesses to explore employment opportunities.
- Provide verbal instruction to Job Coaches and coordinate job coaching needs.
- Maintain contracts and relationships with businesses to include cold calls to potential employers and provide follow-up for individual placement and retention assistance.
- Maintain pay records for individuals paid minimum wage or more.
- Assist with monthly billing reimbursements for individual's hours worked and internship.
- Assist with monthly billing for TEWLS funding.
- Complete progress reports as required by the various funding agents.
- Maintain business outreach files according to PSW policy and in compliance with CARF regulations.
- Work with prospective employers to develop jobs in the community for individuals with intellectual and developmental disabilities.
- Provide employers with information and assistance regarding on-the-job training and potential tax credits offered through the Supported Employment and TEWLS programs.
- Attend required meetings and trainings. Stay updated and informed.
- Coordinate monthly Business Advisory meeting to include schedule, organize, and lead meetings.
- Interview potential business partners. Learn about their needs and goals.
- Recruit prospective business partners for the Business Advisor Committee. Invite and onboard new members.
- Ensure compliance with work schedules, including rest and meal periods.
- Perform all other duties as assigned.

Employment Requirements:

- Eligible to work in the USA for employer with acceptable documentation that establishes both identity and employment authorization.
- Successfully complete pre-employment screenings, including drug and alcohol tests, physical examination, tuberculosis test (T.B.), and live scan background screen.
- Must be 21 years of age.
- Provide valid California driver's license and maintain DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law. May be required to obtain commercial license with passenger endorsement.
- Capable of lifting up to 50 pounds from floor level to waist height, observing appropriate safety practices when lifting, stooping or bending and in the performance of all other job functions. Knowledge of proper two person lifting techniques and safety techniques when assisting individuals with mobility and/or physical limitations. or behaviors.
- Demonstrate professionalism and work collaboratively with colleagues, individuals served, agencies, and customers, while upholding their rights to privacy, dignity, and confidentiality.
- Demonstrate sound judgment, initiative and punctuality in the performance of all job duties. Be at work when scheduled, unless excused. Work schedules could include Saturdays, Sundays, holidays or irregular shifts as required to complete job specifications.
- Communicate clearly and concisely, in English, both verbally and in written form. Provide instruction and training to staff and individuals using verbal communication, hands on demonstration and modeling.
- Bi-Lingual
- Ensure that individuals served are provided constant and direct care and services during program day.
- Knowledge of rehabilitation services and usage of ingenuity and creativity to provide programming which meets unique needs of individuals served, satisfies programming schedules and meets or exceeds regulatory requirements.
- Respond effectively and have strength and agility to assist with supported individuals who have mobility and/or physical limitations and behaviors.
- Ensuring safety, enforcing discipline and behavior policies and adhering to medication policies. Observe all PSW policies and procedures.
- Manage multiple tasks/responsibilities at one time.
- Work in various year-round climates to include inclement weather.
- Demonstrate sound judgement and initiative to carry out all assignments completely and efficiently.

Required Experience:

- Excellent verbal and written communication skills with attention to detail and documentation.
- Two (2) years experience working with individuals with intellectual/developmental disabilities.
- ACRE training and one (1) year experience with EDD, preferred.
- Working knowledge of Word, Excel, Power Point and Access.

Preferred Experience:

- CPR/First training or ability to obtain and maintain certification.
- Ability to establish effective rapport with business owners, employers and participants as well as maintain accurate records

Required Education:

- High school diploma from an accredited national or regional agency.

At-Will Employment Statement:

Employment with PSW is “at-will.” This means that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. Nothing in this job description or any company policy shall be construed to alter the at-will nature of the employment unless explicitly stated in a written agreement signed by both the employee and an authorized company representative.

Under the FLSA, employees are classified as either exempt or non-exempt based on their job duties, salary level, and method of compensation.

Duties Test: *(To ensure this position is classified as non-exempt, the following criteria must be met):*

Non-Exempt Status: This position must spend more than 50% of their time performing non-exempt job duties, such as clerical, administrative support, retail and service roles, manual labor and skills trades, etc.

Hourly Wage: This position must be paid at least the California state minimum wage for regular hours and at least time and a half for overtime hours, i.e., more than 8 hours in a day or 40 hours in a workweek.

AN EQUAL OPPORTUNITY EMPLOYER – PSW’s policy is to fill every position without regard to considerations made unlawful by federal, state, or local laws, such as race, color, religion, religious dress/grooming practices, creed, gender identity or expression, marital status, age, national origin/citizenship, ancestry, genetic information, pregnancy, disability, sex, sexual orientation, medical condition, reproductive health decision making, veteran status or any other characteristic made unlawful by federal, state, or local laws. PSW selects employees on the basis of ability, experience, training, and character.