



194 West Poplar Avenue, Porterville, CA 93257

Job Opportunity

Open to the Public until: until filled

Posting Date:	Thursday, September 25, 2025	Internal Application Deadline:	Monday, September 29, 2025 @ 03:00 pm
Position:	ILP Case Manager Hanford/Visalia	Department:	Independent Living Program (ILP)
Grade:	3		Position w/flexible schedule
Wages:	\$18.00 - \$33.40 / hr.		
Status:	Regular	Caseload service area:	Hanford, Visalia- Kings & Tulare County area

Job Summary: Provide assistance in the training and development of Individuals with intellectual & developmental disabilities (IDD). Contribute to the assessment, planning, and creation of personalized goal plans and service strategies. Carry out program activities and document progress toward individual goals and services. Serve as a lead trainer by guiding co-workers, new hires, and/or temporary employees through verbal instruction/communication, hands on demonstrations, and role modeling.

Reports to: Directly supervised by the ILP Service Coordinator and ILP Program Supervisor.

Oversite: Leads and monitors training activities for individuals with intellectual & developmental disabilities (IDD), as well as assigned co-workers or volunteers.

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. Work experience may be substituted for education on for one basis.

Special Skills & Knowledge:

- CPR/First Aid certification-obtain/maintain certification within 90 days of employment.
- Leadership & Communication – demonstrates sound judgment, initiative, organizational ability, and effective skills in directing the work of others; bilingual proficiency required.
- 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).

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.

All PSW internal applicants must have an “usually meets” rating on current and/or immediately preceding year’s annual evaluation to be eligible to apply.

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

For further information, please contact: (559) 784-1399 Olivia “Bo” – ext. 1007, Cheryl – ext. 1015



Job Title: ILP Case Manager

Position Status: Regular, Full-time

FSLA Classification: Non-Exempt

Salary Grade, Range: (3), \$37,400.00 – \$69,000.00 annually

Reports to: Program Supervisor III, ILP Service Coordinator

Job Summary:

Provide assistance in the training and development of Individuals with intellectual & developmental disabilities (IDD). Contribute to the assessment, planning, and creation of personalized goal plans and service strategies. Carry out program activities and document progress toward individual goals and services. Serve as a lead trainer by guiding co-workers, new hires, and/or temporary employees through verbal instruction/communication, hands on demonstrations, and role modeling.

Job Duties:

- Conduct weekly virtual meetings, with occasional in-person sessions as needed.
- Provide individualized, direct trainings as assigned.
- Deliver regular training to all assigned individuals on a weekly or bi-weekly basis. Document training time and mileage for each individual provided training.
- Manage and provide support for cases requiring advanced expertise to ensure trainees meet their objectives.
- Deliver training sessions focused on purchase authorization procedures. Adhere strictly to the time allocation specified in the purchase authorization for each individual, no more, no less.
- Must be able to deliver training and support in areas such as meal preparation, shopping and appliance safety, bank accounts – usage, emergency procedures, transportation and mobility, driver's education (permit-level), social skills and community awareness, financial management, housekeeping and hygiene, communication and relationships, accessing community resources.
- If an appointment with an individual must be canceled or rescheduled, notify them by phone or text and email the updated schedule change to all Supervisors and Administrative Assistant.
- Document all interactions, appointments, and relevant information in each individual's confidential data collection file.
- Maintain accurate, up-to-date confidential data case files for all assigned individuals. Ensure all documentation—including incident reports, attendance/billing records, quarterly/annual reports, and APS/CPS reports—is completed and submitted by program deadlines.
- Communicate to Program Supervisor III and/or ILP Service Coordinator any unusual communications, incidents or concerns with referral agencies (e.g., CVRC, APS, CPS, etc.) and submit written reports as required.
- Provide assistance and/or information to the Program Supervisor III or designee on a regular basis.
- Follow established PSW policies and procedures.
- 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, and live scan background check.
- Must be 21 years of age.
- Possess a valid California driver's license and maintain a DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law.
- Capable of lifting up to 50 pounds from floor to waist level, adhering to proper safety practices when lifting, stooping, or bending, and while performing all job-related tasks. Must understand correct two-person lifting techniques.
- Demonstrate professionalism and work collaboratively with colleagues, individuals served, agencies, and customers, while upholding their rights to privacy, dignity, and confidentiality.
- Exhibit strong judgment, initiative, and punctuality in all job duties.
- Maintain scheduled work hours unless excused. Maintain a flexible work schedule, which may include weekends (Saturday and Sunday), holidays, or irregular hours to fulfill job requirements.
- Perform duties outdoors in varying weather conditions throughout the year, including inclement weather.
- Consistently demonstrate punctuality in fulfilling job responsibilities.
- Capable of safely transporting trainees as needed.
- Communicate effectively in English, both verbally and in writing. Provide instruction and training through verbal communication, hands-on demonstrations, and modeling.
- Ensure continuous direct care and support for individuals served throughout the program day.
- Apply knowledge of rehabilitation services with creativity and ingenuity to develop programming that meets the unique needs of individuals served while adhering to scheduling and regulatory requirements.
- Respond efficiently and possess the strength and agility to assist individuals in crisis situations.
- Demonstrate sound judgment and initiative in completing all assignments effectively.

Required Experience:

- Two years' experience in related fields of habilitation, social services, or education. Work experience may be substituted for education on for one basis.
- Excellent verbal and written communication skills with attention to detail and documentation.

Preferred Experience:

- Leadership – sound judgment, initiative, organizational ability and effective skills in directing the work of others; bilingual proficiency preferred.
- CPR/First aid certified or ability to obtain within 90 days of employment.

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.

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

Non-Exempt Status: The Copy Center Manager/ Graphic Designer must spend more than 50% of their time performing non-exempt job duties, such as supervising retail operations, managing inventory and providing customer service.

Hourly Wage: The Retail Manager 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.