



Promoting Self Worth since 1956

194 West Poplar Avenue Porterville, CA 93257

Job Opportunity

OPEN to Public: Until filled

Posting Date:	Thursday, September 25, 2025	Internal Application Deadline:	Monday 09/29/2025 at 3:00 p.m.
Position:	Social Recreation Specialist	Department:	Program Services
Grade:	3	Rate:	\$18.00 - \$33.40 /hourly rate
Status:	Regular, Non-exempt	May work evenings weekends and holidays	
Job Summary:	Lead activities to help people stay active, improve fitness and have fun. Works with groups of up to 10 individuals. Lead activities such as arts and crafts, sports, music, dramatics, movies, community events and games. Provide constant supervision of and hands-on training and assistance to individuals served with intellectual/developmental disabilities.		
Reports to:	Director of Program Services		
Education Required:	High school diploma or equivalent from an accredited national or regional agency		
Special Skills & Knowledge:	Maintain CPR/First Aid Certification, or obtain within 90 days of employment. Experience working with individuals with intellectual/developmental disabilities Excellent verbal and written communication skills with attention to detail and documentation. Organized with strong time management skills and a proven ability to stay on schedule when changes arise.		
Other Requirements (Departmental)	Must be able to pass Dept. of Social Services Licensing requirements Fingerprint/Live Scan clearance Possess a valid California Driver's License with a clean driving record to qualify for & remain on the approved PSW drivers' list. Applicant must also meet minimum age requirements of 21 years. Position may require a driver to obtain a commercial driver's license with Passenger endorsements.		

Duties and Responsibilities: SEE JOB DESCRIPTION

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

Forward all *internal* Applications to the Human Resources Department at 194 West Poplar Ave.

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.

For further information, contact: Human Resources: (559) 784-1399

Olivia "Bo" Ortiz - ext. 1007, Cheryl Haugen- ext. 1015



Job Title: Social Recreation Specialist

Position Status: Regular, Full-time

FSLA Classification: Non-Exempt

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

Reports to: Director of Program Services

Job Summary:

Lead activities to help people stay active, improve fitness and have fun. Works with groups up to 10 individuals. Lead activities such as arts and crafts, sports, music, dramatics, movies, community events and games.

Provide constant supervision of and hands-on training and assistance to individuals served with intellectual/developmental disabilities.

Job Duties:

- Lead and supervise activities for groups of up to 10 individuals.
- Ascertain and interpret group interests, evaluation of equipment and facilities, and adapt. Modify activities to suit the needs of specific groups.
- Explain rules of activities clearly and instruct participants at a variety of skill levels.
- Enforce safety rules to prevent injury and ensure safety of participants. Administer basic first aid, if needed.
- Organize and set up the equipment used in recreational activities.
- Lead activities for both large and small groups and people of all ages and abilities. Demonstrate activities while explaining them. Ensure activities meet participant's needs.
- Strong problem-solving skills. Adjust to services and environment for all types of participants.
- Maintain case notes and attendance logs. Document, as required.
- Ensure monthly social recreation activity calendar is complete one week prior to the following month.
- Follow and relay oral and written instructions, policies and procedures.
- Maintain physical areas, materials, equipment and/or vehicles, as assigned. Return all equipment, materials and vehicles to proper storage locations. Assure all vehicles are checked out correctly, cleaned and fueled when returning to the transportation department.
- 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.
- 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 efficiently.

Required Experience:

- Excellent verbal and written communication skills with attention to detail and documentation.
- Experience working with individuals with intellectual/developmental disabilities.

Preferred Experience:

- CPR/First training or ability to obtain and maintain certification.

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.