

PSW
194 West Poplar Avenue
Porterville, CA 93257

Open to the Public until: Wednesday, 9/04/2024 @ 03:30 pm

Job Opportunity

Posting Date:	08/29/2024	Internal Application Deadline:	Tuesday, 9/02/2024 at 4:00 p.m.
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Position:	ILP Case Manager – Porterville & Corcoran/Hanford	Department:	Independent Living Program (ILP)
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Grade 3 - Wages:	\$18.00 - \$33.40 / hr.
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Status:	Regular	Position w/flexible schedule
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Job Summary: Provide assistance in the training of Individuals with intellectual & developmental disabilities (IDD). Assist in evaluating, planning, and developing individual goal plans and services. Implement and record appropriate data and information regarding trainee’s progress on goals set and services. Function as a lead and provide training to co-workers, new hires, and/or temporary employees 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: Assists individuals with intellectual & developmental disabilities (IDD), Co-workers 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.** Work experience may be substituted for education on for one basis.

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 immediately preceding year’s annual evaluation to be eligible to apply. All related documentation needs to accompany the completed/signed internal application when sent to HR.

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

Porterville Sheltered Workshop

Job Description

Job Title:	ILP Case Manager
Job Summary:	Provide assistance in the training of individuals with intellectual & developmental disabilities (IDD). Assist in evaluating, planning, and developing individual goal plans and services for individuals supported. Implement and record appropriate data and information regarding individual's progress on goals set and services. Function as a lead and provide training to co-workers, new hires, and/or temporary employees using verbal communication, hands on training, and modeling.
Salary Grade:	Grade 3
Supervision Received:	Works under the direct supervision of Independent Living Service Coordinator or Program Supervisor III.
Supervision Exercised:	Assists individuals supported and adults with intellectual/developmentally disabilities (IDD).
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 a two for one basis.
Special Skills & Knowledge Required:	Must be able to exercise sound judgment, initiative, organization and skills in directing the work of others. Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.
Job Essential Elements:	<ol style="list-style-type: none">1. Must be able to pass a pre-employment drug screen and physical.2. Must be at least 21 years of age.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.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.5. Must work cooperatively with co-workers, individuals, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.6. Must be at designated work site when scheduled unless otherwise excused by supervisor.

**Job Essential
Elements:**

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 individuals.
10. Ability to respond effectively and have strength and agility to assist with individuals 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 individual.
15. Must be able to provide training and services to the individuals in the areas of meal preparation, shopping, appliances-use & safety, safety & emergency procedures, transportation & mobility, driver's education (for driver's permit), social awareness, money management, housekeeping, hygiene/grooming, communication, relationships, community resources, and other areas of individuals' needs.
16. Must be able to obtain and maintain 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. Weekly meeting held virtually and an occasional in-person meeting.
2. Provide direct training individually as assigned.
3. Train all individuals assigned on a regular basis, weekly or bi-weekly.
4. Provide training in the areas of the purchase authorization only.
5. Spend only allotted amount of time as stated in the purchase authorization with each individual (no more/no less).
6. If you need to cancel/reschedule appointments with an Individual, call and inform the individual. Email schedule changes to their supervisor.
7. Document all interactions and appointments, and other information in individuals' confidential file.
8. 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 individuals' reports, APS & CPS reports, etc.
9. Contact referral agencies regarding incidents and conditions of concern (ie: APS, CPS, Referral agencies, etc). Submit written reports as required.
10. Report significant incidents to Supervisor.
11. Perform all other duties as assigned.