

PSW  
194 West Poplar Avenue  
Porterville, CA 93257

**open to the public - 04/07/2023 @ 3:30**

## **Job Opportunity**

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<b>Posting Date:</b>	03/28/2023	<b>Internal Application Deadline:</b>	03/30/2023 at 4:00 p.m.
<b>Position:</b>	Job Coach I	<b>Department:</b>	Wal Mart- Box Recycling – (#240)
<b>Grade:</b>	1	<b>Rate:</b>	\$15.50 - \$19.59
<b>Status:</b>	Regular	Fast paced production environment	

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**Job Summary:** To provide assistance to assigned direct supervisor in the training of disabled clients/trainees. Must be able to work in production type contracts/work.

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

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

**Special Skills & Knowledge:** 1) Must be able to obtain & maintain CPR/First Aid Certification within 90 days of employment.  
2) Must be able to pass Dept. of Social Services Licensing Requirements.

**Duties & Responsibilities:** For description of tasks related to job description, contact Human Resources

**All PSW internal applicants must have an “at expectation” rating on current and/or immediate preceding year’s annual evaluation to be eligible to apply.**

**Forward all application to Human Resources at 194 West Poplar Ave.**

**For further information, contact: Human Resources:**

784-1399 ext. 1014 - Laura Powell, Director of Human Resources or  
784-1399 ext. 1015 - Cheryl Haugen, Executive Human Resources Assistant

# PSW

## Job Description

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<b>Job Title:</b>	<b>Job Coach I/Production Worker-Assembly/WalMart</b>
<b>Job Summary:</b>	Provide assistance in the training of disabled client/trainees. Must be able to work in production type contracts/work.
<b>Salary Grade:</b>	Grade 1
<b>Supervision Received:</b>	Works under the direct supervision of a Client Program Coordinator or WalMart Production Manager or Job Coach II.
<b>Supervision Exercised:</b>	Assists client/trainees, non-disabled workers, or volunteers as assigned
<b>Education Required:</b>	High school diploma or equivalent from an accredited national or regional agency.
<b>Experience Required:</b>	One (1) year experience in related field preferred.
<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 may be required.</li> <li>5. Must be able to drive a forklift.</li> <li>6. 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>7. Must be able to stand for long periods while doing daily job duties.</li> <li>8. Must be able to push/pull/stoop/crouch/reach while performing daily job duties.</li> <li>9. Must be able to use proper two person lifting techniques.</li> <li>10. Must work cooperatively with co-workers, client/trainees, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.</li> <li>11. Must be at designated work site when scheduled unless otherwise excused by supervisor.</li> <li>12. Must demonstrate punctuality in the performance of all job duties.</li> <li>13. Must be able to communicate clearly and concisely, in</li> </ol>

English, both verbally and in written form.

14. Must be able to provide constant and direct care and services to the client/trainees when necessary.
15. Ability to respond effectively and have strength and agility to assist with client/trainees who have mobility, behaviors, and/or physical limitations.
16. Observe all PSW departmental policies and procedures
17. Must be able to multi-task.
18. Must be able to provide instruction and training to staff and client/trainees using verbal communication, hands on demonstration, and modeling.
19. Must be able to complete all other duties as assigned.

**Job Duties**

**Production:**

1. Document client attendance, as necessary.
2. Work one-on-one with client/trainees, when necessary.
3. Complete personal time sheet (Form #2) at end of day.
4. Submit personal leave request to Client Program Coordinator.
5. Attend all required staff meetings (Form #113).
6. Set up work area.
7. May be required to handle graffiti removal.
8. Other duties as assigned.

**Job Duties**

**Rehabilitation:**

1. Provide direct instruction to client/trainees as necessary.
2. Fill out and turn in client/trainees' daily time cards as necessary.
3. Update client benefits available list as required.
4. Assist in planning for and conducting appropriate vocationally-oriented client training activities during any non-paid program hours, as needed.
5. Record and file all appropriate client information and reports such as Chronological Narratives (Form #40), Client Incident Reports (Form #LIC-624), Department of Rehabilitation/Habilitation Reports (Form #HS-1), and Progress Reports (Form #47), as required.
6. Supervise client/trainees during program hours which may include lunch, break period, and loading/unloading buses, as required.
7. Provide input for monthly goal plan review, as required.
8. Complete client Incident Reports as needed.
9. Assist in orientation, observation and verbal/ written assessment of client/trainees, as required.
10. Furnish, input and assistance in the selection development, implementation, and updating of appropriate individual goal plans, including collection and recording of necessary data (Form #46), as necessary.
11. Attend all training sessions as required.
12. Assist holding emergency evacuation drills as required.
13. Complete Progress Reports as required.
14. Maintain accurate and current client files.
15. Be responsible for the implementation of client goal plans.
16. Other duties as assigned.