

PSW
194 West Poplar Avenue
Porterville, CA 93257

Open to public – open until 11/22/2024

Job Opportunity

Internal Posting Date:	11/20/2024	Internal Application Deadline:	11/22/2024 at 4:00 p.m.
Position:	Employment Training Specialist I- Outreach	Department:	SEP - 360
Grade:	2	Rate:	\$17.00 - \$25.04 / hr
Status:	Regular – full time		

Job Summary: Establish network of business connections and viable Job Sites in the local community for participants in the supported employment services program, and supports with opportunities for competitive integrated employment. Job sites may provide opportunities for work assessments and soft skills training.

Supervision Received: Works under the general supervision of the Director of Business Services, or designee.

Supervision Exercised: Oversees success of participants at established job sites.

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

Experience Required: Two (2) years' experience preferred working with individuals with intellectual/developmental disabilities and DSP (Direct Service Provider) training.

Special Skills & Knowledge: *Ability to establish effective rapport with business owners, employers and participants as well as maintain records accurately.

*Must have working knowledge of Word, Excel, Power Point and Access.

*Must be 21 years of age

*Clean DMV, current CA Driver's license

*Must be able to obtain & maintain CPR/First Aid Certification within 90 days of employment.

Duties & Responsibilities: **See job description attached**

All PSW internal applicants must have a "usually meets" rating on current and/or immediate preceding year's annual evaluation to be eligible to apply.

For further information, please contact HR: (559) 784-1399

'Bo" -Olivia Ortiz ext. 1007 or Cheryl Haugen ext 1015

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Job Description

Job Title:	Employment Training Specialist I - Outreach
Job Summary:	Establish network of business connections and viable Job Sites within the community for participants in the supported employment services program, and supports with opportunities for competitive integrated employment. Job sites may provide opportunities for work assessments and soft skills training.
Salary Grade:	Grade 2
Supervision Received:	Works under the general supervision of the Director of Business Services or Designee
Supervision Exercised:	Oversees success of participants at established job sites.
Education Required:	High School Diploma or GED from an accredited national or regional agency.
Experience Required:	Two (2) years' experience preferred working with individuals with intellectual/developmental disabilities and DSP (Direct Service Provider) training.
Special Skills & Knowledge Required:	<ol style="list-style-type: none">1. Ability to establish effective rapport with business owners, employers and participants as well as maintain records accurately.2. Must successfully complete courses in Standard Red Cross First Aid and Cardiopulmonary Resuscitation within 90 days of date of hire.3. Must have working knowledge of Word, Excel, Power Point and Access.
Job Essential Elements:	<ol style="list-style-type: none">1. Must be able to pass a pre-employment drug screen, physical and criminal records check.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 work cooperatively with co-workers, participants, business community, and funding agencies. Must respect their rights, including the right to privacy, dignity, and confidentiality.5. Must be at work when scheduled unless otherwise excused by supervisor.6. Must demonstrate punctuality in the performance of all job duties.

7. Must be able to communicate clearly and concisely, in English, both verbally and in written form.
8. Observe all PSW departmental policies and procedures.
9. Must be able to multi task.
10. Must be able to complete other duties as assigned.
11. Must be able to provide instruction and training to staff using verbal communication, hands on demonstration, and modeling.

Job Duties:

1. Follow up at all business partner job sites for duration of participation in program.
2. Provide verbal & written instruction to TEWLS participants.
2. Coordinate inter-agency support for persons' served with TEWLS & Employment Training Specialist II.
3. Maintain pay records for participants paid minimum wage or more.
4. Complete monthly billing reimbursements for participants hours worked and internships.
5. Assist with monthly billing for TEWLS funding
6. Complete progress reports as required by the various funding agents in coordination with TEWLS Project Coordinator.
7. Maintain business outreach files according to PSW policy and in compliance with CARF regulations.
8. Work with perspective employers to develop jobs in the community for participants with intellectual/developmental disabilities.
9. Provide prospective employers with information and assistance regarding on-the-job training and potential tax credits offered through the Supported Employment and TEWLS Programs.
10. Attend in-house and agency meetings, as required.
11. Interview prospective Business partners and establish Employer needs assessments.
12. Attend in-service meetings and training as required.
13. Other duties as assigned.