

**PSW**  
**194 West Poplar Avenue**  
**Porterville, CA 93257**

Internal open until 12/02/2022 & **Open to the public until 12/07/2022 @ 3:00 p.m.**

### Job Opportunity

<b>Internal Posting Date:</b>	11/30/2022	<b>Internal Application Deadline:</b>	12/02/2022 at 4:00 p.m.
<b>Position:</b>	<b>Job Coach I - Pick Up/Delivery</b>	<b>Department:</b>	Value Village (#221)
<b>Grade:</b>	1	<b>Rate:</b>	\$15.00 - \$19.59 / hr (minimum wage 1/1/2023 to \$15.50 - hr)
<b>Status:</b>	<b>Regular</b>	<b>Saturday – Friday: Days/Hours vary</b>	

**Job Summary:** Provide assistance in training of individuals with intellectual/physical disabilities and in the operations of the Value Village Thrift Store. Provide constant supervision/safety of individuals served.

**Supervision Received:** Works under the direct supervision of Retail Store Manager, Program Supervisor III and/or Director of Business Services:

**Supervision Exercised:** Assists Individuals, non-disabled workers, or volunteers as assigned.

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

**Special Skills & Knowledge:** 1) One (1) year experience in related field preferred.  
 2) Must be able to obtain & maintain CPR/First Aid Certification within 90 days of employment.

**Other Requirements:** FBI/DOJ – Fingerprinting - Live scan clearance  
 Clean DMV/Class “C” license

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

**All PSW internal applicants must have an “usually meets” 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: (559) 784-1399**

*“Bo” Ortiz – ext. 1007, Cheryl Haugen- ext.1015 or Laura Powell, Director of HR – ext. 1014*

## PSW

## Job Description

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<b>Job Title:</b>	<b>Job Coach I Value Village</b>
<b>Job Summary:</b>	Provide assistance in the training of individuals with intellectual and/or physical disabilities in the operation of the Value Village Thrift Store.
<b>Salary Grade:</b>	Grade 1
<b>Supervision Received:</b>	Works under the direct supervision of the Retail Manager or under the direction of the 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>Special Skills &amp; Knowledge Required:</b>	<ol style="list-style-type: none"> <li>1. One (1) year experience in related field preferred.</li> <li>2. Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.</li> </ol>
<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. 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>5. Must be able to use proper two person lifting techniques.</li> <li>6. 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>7. Must be at designated work site when scheduled unless otherwise excused by supervisor.</li> <li>8. Must demonstrate punctuality in the performance of all job duties.</li> <li>9. Must be able to communicate clearly and concisely, in English, both verbally and in written form.</li> <li>10. Must be able to provide constant and direct care and services to the client/trainees.</li> <li>11. Ability to respond effectively and have strength and agility to assist with client/trainees who have mobility, behaviors, and/or physical limitations.</li> </ol>

12. Observe all PSW departmental policies and procedures.
13. Must be able to multi-task
14. Must be able to complete all other duties as assigned.
15. Work schedule as assigned; Saturday, Sunday and holidays, or irregular shift as required to complete job specifications.

**Job Duties  
Production:**

1. Supervise and train staff and client/trainees individually or in groups as required.
2. Insure that staff and client/trainees are trained regarding the proper use, maintenance, and storage of any safety equipment.
3. Responsible for area safety and cleanliness.
4. Must be able to work flexible hours and weekends as scheduled.
5. Responsible for insuring effective communication and sales/service that is polite and courteous to all customers.
6. Open, close, and operate the store as per policies, procedures, and Store Manager's directions, without supervision.
7. If assigned to the pickup and delivery crew, must be able to safely drive a vehicle pulling a trailer, must be able to safely back a trailer and must be able to safely park the vehicle and trailer.
8. If assigned to the pickup and delivery crew, must be able to load/unload the vehicle and trailer in a safe manner making sure the weight is distributed evenly in the load and the items are secure.
9. If assigned to the pickup and delivery crew donated items must be checked to make sure they are salable.
10. All other duties as assigned.

**Job Duties  
Rehabilitation:**

1. Provide direct instruction to client/trainees as necessary.
2. Complete Client Incident Reports as needed.
3. Attend all training sessions as required.
4. Assist holding emergency evacuation drills as required.
5. Complete client Progress Reports as required.
6. Maintain accurate and current client files.
7. Be responsible for the implementation of client goal plans.
8. Complete client time sheets daily.
9. Other duties as assigned.