



Promoting Self Worth since 1956

194 West Poplar Avenue, Porterville, CA 93257

Job Opportunity

Open to the Public until: until filled

Re-Posting Date: Thursday, 11/13/2025

Application Deadline: **Monday, 11/17/2025 at 3:00 p.m.**

Position: Life Skills Coach/
Operator

Department: Club: 621,350,351,194
(Various departments)

Grade: 2

Schedule: Days, (varies by dept.)

Wages: \$17.00 - \$25.04 / hr.

Status: Regular w/ benefits

Program service area: Porterville & Lindsay

Job Summary: This position is dedicated to enhancing the quality of life for supported individuals by promoting independence, dignity, and respect. LSC will provide continuous supervision, personalized hands-on training, and direct support to individuals. Communicate and contribute to the assessment, planning, and creation of personalized goal plans and service strategies; Carry out program activities and document progress toward individual goals and services. LSC will safely assist in the transportation of individuals on route to and from community/ PSW facilities.

Reports to: Directly supervised by Program Coordinator or designee, including the Program Supervisor.

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

Experience Preferred:

Experience in related fields of habilitation, social services, or education. Working and supporting individuals with intellectual and/or developmental disabilities.

Special Skills & Knowledge:

- CPR/First Aid certification-obtain/maintain certification within 90 days of employment.
- Leadership & Communication – demonstrates sound judgment, initiative, organizational ability, and effective skills in directing the work of others; bilingual proficiency required.
- Driving Requirements – Must be 21 years of age and possess a valid Class “C” driver’s license Obtain a commercial license with passenger endorsements permit in 60 days.
Maintain a DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law.
- Background Clearance - Must successfully pass fingerprint/live scan/background clearance for the Department of Social Services (DSS).

Public may apply in person M-F (8-12pm & 1-3pm) or send resume to careers@pswcares.org
Send completed/signed internal applications with any/all related documentation to the HR department. If required documentation is not attached, applicant will not be considered for the position.

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



Job Title: Life Skills Coach I / Operator / Transportation Assistant

Position Status: Full-Time

FSLA Classification: Non-Exempt

Salary Grade, Salary Range: (2), \$35,360.00 – \$52,000.00 annually

Reports to: Program Coordinator / Program Supervisor /Designee

Job Summary:

A Life Skills Coach play a crucial role in providing assistance and support to individuals with intellectual and/or developmental disabilities. This position is dedicated to enhancing the quality of life for supported individuals by promoting independence, dignity, and respect. Provides continuous supervision, personalized hands-on training, and direct support to individuals. The LSCI / Operator will safely transport individuals on route to and from community / PSW facilities. The LSCI/Transportation Assistant will provide support and assistance to the Operator for the duration of the routes.

Life Skills Coach Duties:

- Regularly provide information & assistance to the LSC II and Program Coordinator/Supervisor on a daily basis as requested.
- Provides direct supervision, training, and instruction to supported individuals, both one-on-one and in group settings.
- Monitor supported individuals during all on-site and community-based activities, including individuals' breaks, lunch, and bus loading/unloading.
- Assist with the orientation, IPP, observation, and verbal/written assessment of supported individuals.
- Contribute to the selection, development, implementation, and updates of individual goal plans, including accurate data collection and documentation in Case Magic.
- Maintain and file required documentation, such as chronological narratives, incident reports, accident reports, and intervention plans for supported individuals.
- Support the planning and preparation of daily activities and services tailored to supported individuals.
- Implement individualized behavior support strategies as outlined in each person's Individual Service Plan (ISP), including: Schedules of positive reinforcement, proactive / reactive redirection for guidance away from inappropriate behaviors and toward constructive alternatives, and any other behavior modification methods.
- Utilize non-violent crisis intervention training methods to safely and effectively respond to incidents involving assaultive behavior.

- Maintain assigned physical areas, materials, equipment, or vehicles, ensuring proper care and return to designated storage locations.
- Assist with the upkeep and appearance of facility buildings, vehicles and facility grounds as needed.
- Perform additional duties as assigned.

Operator Duties

- Safely transport supported individuals to PSW programs, facilities, and work sites.
- Safely assist supported individuals boarding and exiting the bus; operate wheelchair lift safely or provide manual assistance, as needed, to load and unload individuals who use wheelchairs. Utilize Q'straint securement training as needed.
- Exercise sound judgment when interacting with supported individuals on board. Ensure the safety and order of passengers at all times.
- Accurately complete all required paperwork in a neat and timely manner, including vehicle reports, daily maintenance checklists, attendance logs, incident and accident reports, vehicle accident forms, and leave requests.
- Communicate effectively with parents and Residential Service Providers regarding individuals' absences, vacations request and any incidents or accidents that occur during transportation.
- Participate in training sessions as required.
- Promptly report vehicle malfunctions, repair needs, or maintenance issues to the Transportation Shop Foreman or mechanic.
- Use two-way radio as necessary in case of schedule or route changes.
- Practice defensive driving and adhere to safe driving practices at all times while operating a PSW vehicle.
- Perform additional duties as assigned.

Assistant Duties:

- Assist the Operator in creating a calm, safe environment aboard the bus during transport to and from PSW.
- Safely assist supported individuals boarding and exiting the bus; operate wheelchair lift safely or provide manual assistance, as needed, to load and unload individuals who use wheelchairs. Utilize Q'straint securement training as needed.
- Exercise sound judgment when interacting with supported individuals on board. Ensure the safety and order of passengers at all times.
- Have the knowledge on how to accurately work the tablet and digital systems used for keeping attendance and vehicle inspections.
- Communicate effectively with parents and Residential Service Providers regarding individuals' rider schedules, changes and/or incidents.
- Participate in training sessions as required and stay current with safety protocols.
- Respond to radio/table messages as needed.
- Perform additional 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 a minimum of 18 years. If position requires driving, 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 individually 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.

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.