

PSW
194 West Poplar Avenue
Porterville, CA 93257

Open to the Public until 01/31/2025

Job Opportunity

Re-Posting
Date:

01/10/2025

Position: Life Skills Coach - ILP

Department: Independent Living Program –
Corcoran/Hanford area

Grade 2 -
Wages: \$17.00 - \$25.04 / hr.

Status: Regular

Position w/flexible schedule

Job Summary: Provide one-to-one outreach training in life skills to adult trainees with intellectual/developmental disabilities to achieve a more independent life.

Supervision Received: Works under the direct supervision of the ILP Service Coordinator or Program Supervisor III as assigned.

Supervision Exercised: Provide ILP services to trainees in the trainee's home and out in the community, while frequently utilizing the guidance of an ILP Case Manager or the ILP Services Coordinator

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

Experience Required: **Will provide on-the-job training.**

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 be 21 years of age, have clean DMV Driving Record and current Class "C" Drivers' license
- 4) Must Pass fingerprint/live scan/background clearance for DSS.
- 5) **Bilingual**

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.

Bo (Olivia Ortiz) at ext. 1007 or Cheryl Haugen ext. 1015

Send completed/signed Internal Applications with any/all documentation to the HR Department

PSW

Job Description

Job Title:	Life Skills Coach - ILP
Job Summary:	Provide one-to-one outreach training in life skills to adult trainees with intellectual/developmental disabilities to achieve a more independent life.
Salary Grade:	Grade 2
Supervision Received:	Works under the direct supervision of an Independent Living Service Coordinator (ILSC).
Supervision Exercised:	Provide ILP services to trainees in the trainee's home and out in the community, while frequently utilizing the guidance of an ILP Case Manager or the ILP Services Coordinator.
Education Required:	High school diploma or equivalent from an accredited national or regional agency.
Special Skills & Knowledge Required:	<p>Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.</p> <p>Must be able to exercise sound judgment, initiative, organization and skills in providing instructions/directions to others.</p>
Job Essential Elements:	<ol style="list-style-type: none"> 1. Must be able to pass a pre-employment physical and screen. 2. Must be 21 years of age. 3. Required to use personal vehicle or PSW vehicle for company business to include transporting supported individuals. Must have and maintain valid California driver license and DMV record acceptable to PSW insurance. Must maintain vehicle insurance with a copy on file when using personal vehicle for PSW business. 4. Must be able to lift 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. 5. Must use proper safety techniques when assisting trainees with mobility and/or physical limitations. 6. Must work cooperatively with co-workers, trainees, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality. 7. Must be at designated work site when scheduled unless otherwise excused by supervisor. 8. Must demonstrate punctuality in the performance of all job duties. 9. Must be able to communicate clearly and concisely, in English, both verbally and in written form. 10. Must be able to provide direct care and services to the trainees. 11. Ability to respond effectively and have strength and agility to assist with trainees who have mobility, behavioral and/or physical limitations.

<p>Job Essential Elements:</p>	<ol style="list-style-type: none"> 12. Observe all PSW departmental policies and procedures. 13. Must be able to provide training and services to the trainees in the areas of meal preparation, shopping, appliances – use and safety, safety and emergency procedures, transportation and mobility, driver’s education (for driver’s permit), social awareness, money management, housekeeping, hygiene/grooming, communication, relationships, community resources, other areas of individual needs. 14. Work schedule as assigned; Saturday, Sunday and holidays or irregular shift as required to complete the job specifications. 15. Must be able to work outside in various year-round climates to include inclement weather. 16. Must be able to multi-task. 17. Must be able to complete all other duties as assigned.
<p>Job Duties:</p>	<ol style="list-style-type: none"> 1. Train all trainees assigned on a regular basis, weekly or bi-weekly. 2. Provide Outreach training in the areas of the purchase authorization, no other areas. 3. Spend only allotted amount of time (as stated in the purchase authorization) with each trainee (no more/no less). 4. Assign priority to trainee’s needs when scheduling appointments, with assistance from ILP Case Manager or ILP Service coordinator. 5. If you need to cancel/reschedule Outreach appointments with a trainee, call and inform the trainee. Call in schedule changes as required. 6. All Outreach appointments must be documented in trainee’s confidential file. 7. Accurately complete all documentation as required. 8. Update trainee record with any changes in personal contact information within two workdays. 9. Submit all trainee chronological updates for review. 10. Prior to communicating with Central Valley Regional Center regarding trainees, contact the ILP Service Coordinator(s) or Program supervisor III. 11. If a safety hazard is identified, on company property or within a company worksite, immediately report the hazard to ILP Service Coordinator or the appropriate authority. 12. Follow the Mandated Reporter procedures and carry out all responsibilities and follow up as required. 13. Perform all other duties as assigned.