

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

**Open to the Public until Tuesday, July 30, 2024 @ 3:00 P.M.**

## Job Opportunity

|   |  |  |                                     |
|---|--|--|-------------------------------------|
| <b>Position:</b>  | <b>Job Coach I - Recycling</b>   | <b>Posting Date:</b>                             | <b>07/24/2024</b>                   |
| <b>Grade:</b>   | <b>2 - (\$17.00 – \$25.04)</b>   | <b><u>Internal Application</u><br/>Deadline:</b> | <b>Friday-07/26/24 at 4:00 p.m.</b> |
| <b>Status:</b>  | <b>Regular - Full time</b>   | <b>Department</b>                                | <b>Recycling</b>                    |
| <b>Job Summary:</b>   | Provide assistance in the training of disabled individuals/trainees. Must be able to work in production type contracts/work. Must be able to work in production type contracts/work. Responsible for organizing, categorizing, and separating recycling products and materials brought in by customers. Will work in production environment. Will sort items and separate them into designated categories or destinations. May program and operate conveyors, scales, glass breaker and baler. |  |                                     |
| <b>Supervision Received:</b>  | Works under the direct supervision of the Recycling Manager, Program Supervisor III and/or Director of Business Services   |  |                                     |
| <b>Supervision Exercised:</b>   | Assist individuals in programming, and 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:</b>  | Must have or be able to obtain and maintain CPR/ First Aid certification with-in 90 days of employment.<br>One (1) year experience in related field preferred.   |  |                                     |
| <b>Other Requirements (departmental)</b>  | DOJ & FBI Fingerprinting/Live scan clearance<br>Work in Inclement weather<br>Work schedule varies (Monday- Saturday)<br><b>Clean DMV/Class “C” license (<u>must be 21 years of age</u>)</b>  |  |                                     |
| <b>SEE JOB DESCRIPTION FOR DEPARTMENTS ATTACHED</b>   |  |  |                                     |
| <b>Send Internal Applications to the Human Resources Department</b>   |  |  |                                     |
| 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. |  |  |                                     |

**For further information, please contact: 559-784-1399**  
**Olivia “BO” Ortiz ext. 1007 or Cheryl Haugen ext. 1015**

**PSW**  
**Job Description**

|   |   |
|---|---|
| <b>Job Title:</b>                               | <b>Job Coach I Recycling</b>  |
| <b>Job Summary:</b>                             | Provide assistance in the training of general laborers with disabilities.   |
| <b>Salary Grade:</b>                            | Grade 2   |
| <b>Supervision Received:</b>                    | Works under the direct supervision of the or Job Coach II, Recycling Manager, Program Supervisor III and/or Director or Business Service.   |
| <b>Supervision Exercised:</b>                   | Assists general laborers, non-disabled workers.   |
| <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. Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.</li> <li>2. One (1) year experience in related field preferred.</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 certified to drive a forklift.</li> <li>5. 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>6. Must be able to stand for long periods while doing job duties.</li> <li>7. Must be able to push/pull/stoop/crouch/reach while performing daily job duties.</li> <li>8. Must be able to use proper two person lifting techniques.</li> <li>9. Must work cooperatively with co-workers, general laborers, agencies and customers. Must respect their rights, including the right to privacy, dignity, and confidentiality.</li> <li>10. Must be at designated work site when scheduled unless otherwise excused by supervisor.</li> <li>11. Must demonstrate punctuality in the performance of all job duties.</li> </ol> |

12. Must be able to communicate clearly and concisely, in English, both verbally and in written form.
13. Must be able to provide constant and direct care and services to the general laborers.
14. Ability to respond effectively and have strength and agility to assist with general laborers who have mobility, behaviors, and/or physical limitations.
15. Observe all PSW departmental policies and procedures.
16. Must be able to multi-task.
17. Must be able to provide instruction and training to staff and general laborers using verbal communication, hands on demonstration, and modeling.
18. Must be able to operate a cash register and make change.
19. Must be able to work flexible hours and weekends as scheduled.
20. Must be able to work outside in various year-round climates to include inclement weather.
21. Must be able to complete all other duties as assigned.

#### Production Job Duties:

1. Supervise and train general laborers in their daily work activities.
2. Insure that General Laborer Employees are trained regarding the proper use and maintenance of storage of lifting belts, safety glasses, ear protection, and any other safety equipment.
3. Responsible for insuring effective, courteous service to recycling customers by job coaches and general laborers.
4. Insure employee's quality control of all Cal-redemption material according to State of California Department of Conservation Regulations.
5. Insure proper documentation for each transaction for Cal-redemption materials.
6. Responsible for submitting General Laborer Daily Activity Reports, due to the Accounting Department by 9:00 a.m. the following work day.
7. Keeping work areas inside the building swept and free from litter.
8. Maintain all posted exits, fire alarms, fire extinguishers, and electrical panels unobstructed. Maintain curb, gutter, driveway, and compound areas free of litter. Clean V-gutter from the recycling building to the west sidewalk weekly.
9. Maintenance the can densifier, glass crusher, and floor areas around all machines weekly.
10. Report any employee absences or tardies to the Program Supervisor III.
11. Ensure that the Recycling Center is ready to receive customers per posted hours. Check the Recycling mail box for messages each morning, noon, and before leaving for the day.

12. Count the balance of cash in drawer and turn in his/her cash drawer with tickets to the Accounting Department for reconciling at the end of their shift.
13. Document inventory of materials in storage to Recycling Manager and/or Program Supervisor III. Make sure that all materials being shipped are properly loaded and secured for shipment and DR6 reports are completed.

**Job Duties**

**Rehabilitation:**

1. Provide direct instruction to general laborers as necessary.
2. Complete General laborers incident reports as needed.
3. Attend all training sessions as required.
4. Assist in holding emergency evacuation drills as required.
5. Complete General laborers progress reports as required.
6. Be responsible for the implementation of General laborer's goal plans.
7. Complete general laborers time sheets daily.
8. Update general laborers benefits available list as required.