

PSW
194 West Poplar Avenue
Porterville, CA 93257

Outside posting deadline 10/04/2024 - @ 3:30 p.m.

Job Opportunity

Posting Date:	10/01/2024	Internal Application Deadline:	10/03/2024 at 4:00 p.m.
Position:	Social Recreation Specialist / Life Skills Coach I	Department:	Social Recreation / Program Services
Grade:	2	Rate:	\$17.00 - \$25.04
Status:	Regular		
Job Summary:	Lead activities to help people stay active, improve fitness and have fun. Works with groups up to 10. Lead activities such as arts and crafts, sports, music, dramatics, movies, community events and games. Provide constant supervision of and hands-on training and assistance to individuals served with intellectual/developmental disabilities.		
Education Required:	High school diploma or equivalent from an accredited national or regional agency.		
Special Skills & Knowledge:	Must be able to obtain & maintain CPR/First Aid Certification within 90 days of employment.		
Other Requirements (Departmental)	Must be able to pass Dept. of Social Services Licensing requirements Fingerprint/Live Scan clearance Must be on approved PSW drivers' list and maintain requirements		

Duties and Responsibilities:
SEE JOB DESCRIPTION ATTACHED

Forward all internal Applications to the Human Resources Department at 194 West Poplar Ave.

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, contact: Human Resources: (559) 784-1399
BO (Olivia Ortiz) – ext. 1007, Cheryl Haugen- ext. 1015

PSW

Job Description

Job Title:	SOCIAL RECREATION SPECIALIST / Life skills Coach I
Job Summary:	<p>Lead activities to help people stay active, improve fitness and have fun. Works with groups up to 10 individuals. Lead activities such as arts and crafts, sports, music, dramatics, movies, community events and games.</p> <p>Provide constant supervision of and hands-on training and assistance to individuals served with intellectual/developmental disabilities.</p>
Salary Grade:	Grade 2
Supervision Received:	<p>Works under the direction of the Business Services Assistant and/or designee. Also works under the direct supervision of a Program Coordinator or Program Supervisor III</p>
Supervision Exercised:	<p>Lead and supervise activities for groups up to 10 individuals; Assists supported individuals, non-disabled workers, or Senior Grandparents as assigned.</p>
Education Required:	High school diploma or equivalent from an accredited national or regional agency.
Special Skills & Knowledge Required:	Must be able to obtain and maintain CPR/First aid certification within 90 days of employment.
Job Essential Elements:	<ol style="list-style-type: none"> 1. Must be able to pass a pre-employment drug screen and physical. 2. Must be at least 21 years of age. 3. Required to use PSW vehicle or personal 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 current vehicle insurance with a copy on file when using personal vehicle for PSW business. 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. 5. Must use proper safety techniques when assisting supported individuals with mobility and/or physical limitations. 6. Must work cooperatively with co-workers, supported individuals, 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. Ability to give clear instructions, motivate participants, and maintain order and safety. 11. Must be able to provide constant and direct care and services to the supported individuals. 12. Ability to respond effectively and have strength and agility to assist with supported individuals who have mobility, behaviors, and/or physical

limitations.

13. Ensuring safety, enforcing discipline and behavior policies and adhering to medication policies. Observe all other PSW policies and procedures.
14. Must be able to multi-task.
15. Work schedule as assigned, Saturday, Sunday, holidays or irregular hours as required to complete the job specifications.
16. Must be able to work outside in various year-round climates to include inclement weather.
17. Must be able to complete all other duties as assigned.

**Social Rec
Job Duties:**

1. Lead and supervise activities for groups up to 10 individuals.
2. Ascertain and interpret group interests, evaluation equipment and facilities, and adapt. Modify activities to suit the needs of specific groups
3. Explain rules of activities clearly and instruct participants at a variety of skill levels.
4. Enforce safety rules to prevent injury and ensure safety of participants. Administer basic first aid, if needed.
5. Organize and set up the equipment used in recreational activities.
6. Lead activities for both large and small groups and people of all ages and abilities. Demonstrate activities while explaining them.
7. Strong problem-solving skills. Adjust to services and environment for all types of participants.
8. Maintain case notes and attendance logs. Document, as required, activities to meet participant's needs.
9. Assist with monthly social recreation activity calendar.
10. Follow and relay oral and written instructions, policies and procedures.
11. Perform all other duties as assigned.

**LSCI – Job
Duties**

1. Oversees Senior Grandparents when assigned. Provides information and/or assistance to the Life Skills Coach II, or designee, on a regular basis, as requested.
2. Provides direct individual supervision, training, and instruction, both individually and in groups as assigned.
3. Oversees supported individuals during all on and off-site (community based) activities at all times, to include individual break time, lunch time, loading and unloading of buses. Staff break time is excluded from individual supervision.
4. Assists in orientation, observation, and verbal/ written assessment of supported individuals.
5. Furnishes input and assistance in the selection, development, implementation, and updating of appropriate individual goal plans, including collection and recording of necessary data.
6. Records and/or files all appropriate individual information and reports such as chronological narratives, incident reports, accident reports, or individual intervention plans.
7. Maintain physical areas, materials, equipment and/or vehicles as assigned, and return materials and equipment to proper storage locations.
8. Provides assistance whenever and wherever possible in maintaining the working conditions and appearance of the building and grounds of our facility.
9. Perform all other duties as assigned.