



## Job Opportunity – Job Coach & Job Coach-Float

Posting Date: Friday, March 27, 2026

Department: Business Services

Open to the public until: Friday, April 3, 2026 @ 3 PM

Position Status:	Regular – full time 1- Job coach 2- Job Coach float	Reports to:	Director of Business Services, Program Supervisor III, Recycling Manager, Retail Store Manager
FSLA Classification:	Non-exempt	Salary Grade, Range	(2) \$18.00 - \$25.04 hourly

**Job Summary:** Provide support in the training of general laborers with disabilities, as necessary to ensure contracts assigned are complete and to fill in during absences such as vacations or paid sick leave, etc. Provide constant supervision of and hands-on training and assistance to individuals served with intellectual/developmental disabilities. *(Read job description for full details)*

### **Education Required:**

- High School diploma or GED, equivalent from an accredited national or regional agency.

### **Experience Required:**

- Excellent verbal and written communication skills with attention to detail and documentation.
- Experience working with individuals with intellectual/developmental disabilities.

### **Special Skills & Knowledge:**

- CPR/First Aid certification-obtain/maintain certification within 90 days of employment.
- **Driving Requirements** – Must be 21 years of age and possess a valid Class “C” driver’s license and maintain 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).
- Ability to work in inclement weather
- Workdays vary (PSW’s scheduled work week is Saturday through Friday)

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.*

Public may apply in person M-F (8-12pm & 1-3:30pm) or send resume to [careers@pswcares.org](mailto:careers@pswcares.org)  
For further information, please contact: (559) 784-1399 Olivia “Bo” – ext. 1007, Cheryl – ext. 1015



**Job Title: JOB COACH- BUSINESS SERVICES**

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**Position Status: Regular, Full-time**

**FSLA Classification: Non-Exempt**

**Salary Grade, Range: (2), \$ 37,440.00 - \$ 52,000.00 annually**

**Reports to: Program Supervisor III, Retail Store Manager, Recycling Manager, Project Manager, or Director of Business Services**

**Job Summary:**

Provide constant supervision, hands-on training and assistance to individuals served with intellectual/developmental disabilities. Provide support in the training of general laborers, as necessary to ensure contracts assigned are complete.

**Job Duties:**

Production Duties:

- Clock in and out according to assigned schedule and/or department.
- Train general laborers on the proper use, maintenance, and storage of any safety equipment.
- Maintain a clean and safe work environment within assigned areas
- Ensure general laborers are in compliance with dress code policies. (example: safety glasses, boots, and hard hat in recycling, etc.)
- Verify that all tools and equipment are in safe working condition at all times.
- Responsible for the maintenance and quality of all work contracts under their supervision.
- Delegate tasks to general laborers to accomplish contract objectives.
- Check in with assigned supervisor for updates at the start and end of each day
- Complete Daily Preventative Maintenance Inspection Report (form #213), fuel vehicle before use, and secure vehicle at shift end.
- Ensure compliance with work schedules, including rest and meal periods.
- Apply pesticide materials as needed.
- Perform all other duties as assigned.

Rehabilitation Duties:

- Provide individual and group instruction to general laborers as assigned.
- Support the implementing and updating of individual goal plans; collect and record data and notes in the electronic data collection program for all activities involving general laborers.
- Accurately record relevant information in the electronic Data collection program including: Chronological Narratives (form #40), Incident Reports (form Lic #-624, Rehab/Habilitation Reports (Form HS #1), Progress Reports (Form #47), Service Logs.
- Assist in preparing daily programs and services for general laborers.

- Maintain assigned areas, materials and vehicles; return items to proper storage. Contribute to the upkeep and appearance of the facility.
- Support general laborers with dressing, hygiene, and health needs as required.
- Monitor general laborers during all on-site and community-based activities, including breaks, meals, and bus transitions (excluding break time).
- Participation in orientation, observation, and verbal/written assessments of general laborers.
- Attend all mandatory training and staff meetings.
- Complete all required documentation promptly and accurately.
- Assist in conducting emergency evacuation drills.
- Keep supervisor informed of any issues related to individuals or participants.
- Perform other 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 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 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 completely and 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:** This position 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:** This position 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.

AN 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.



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**Salary Grade, Range: (2), \$ 37,440.00 - \$ 52,000.00 annually**

**Reports to: Program Supervisor III, Retail Store Manager, Recycling Manager, Project Manager, or Director of Business Services**

**Job Summary:**

Provide constant supervision, hands-on training and assistance to individuals served with intellectual/developmental disabilities as necessary to ensure contracts assigned are complete. A Job Coach Float will provide coverage during employee absences such as vacations or paid sick leave, etc. as needed in the Business Service departments.

**Job Duties:**

Production Duties:

- Clock in and out according to assigned schedule and/or department.
- Train general laborers on the proper use, maintenance, and storage of any safety equipment.
- Maintain a clean and safe work environment within assigned areas
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