



Job Opportunity – Job Coach

Posting Date: October 8, 2026, **Department:** Value Village - Business Services

Internal Application Deadline: October 12, 2026 @ 3:00 p.m.

Open to the public until: Wednesday, October 13, 2026 @ 3:00 p.m.

Position Status:	Regular – full time	Reports to:	Director of Business Services, Program Supervisor III, Recycling Manager, Retail Store Manager
FSLA Classification:	Non-exempt (At Will)	Salary Grade Hourly wage	2 \$18.00

Job Summary: Provide supervision and support in the training of General Laborers with intellectual and developmental disabilities (IDD), as necessary to ensure contracts assigned are complete. This position performs a variety of tasks to maintain a clean, organized, and efficient environment across multiple departments in the Business Service departments. Provide constant supervision of and hands-on training and assistance to individuals served with intellectual/developmental disabilities.

(see 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.
- Support positive, professional relationships with staff, individuals, and customers

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 driving record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law.
- Successfully complete pre-employment screenings, including drug and alcohol tests, physical examination, tuberculosis test (T.B.), and live scan background screen.
- Ability to work in inclement weather when picking up/ drop off donations
- Workdays vary (PSW’s scheduled work week is Saturday through Friday) close Sunday

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 & 1-3:00pm) or send resume to careers@pswcares.org
For further information, please contact: (559) 784-1399 Olivia “Bo” – ext. 1007, Cheryl – ext. 1015



Job Title: JOB COACH / JOB COACH -FLOAT – BUSINESS SERVICES

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, Program Coordinator, Director of Business Services, or Director of Transportation & Safety

Job Summary:

Provide supervision and support in the training of General Laborers with intellectual and developmental disabilities (IDD), as necessary to ensure contracts assigned are complete. This position performs a variety of tasks to maintain a clean, organized, and efficient environment across multiple departments in the Business Service departments.

Retail Store Job Duties:

- Provide greeting to customers and assist with customer service – answer questions regarding goods or services available. and retail transactions. Introduce customers to current promotional discounts and offers with the stores.
- Copy Center- basket for in-house printing will be checked daily. LCD display on copier checked daily.
- Process all customer printing from conception to completion.
- Provide direction to general laborers regarding business/contract needs daily.
- Log all sales receipts.
- Working knowledge of Word, Excel, Adobe photoshop, and Microsoft Publisher.
- Effective communication skills – due to customer demographics, at least one employee in copy center bi-lingual, preferred - English & Spanish)
- Follow PSW department policies and procedures regarding sales and purchases of items.
- Operate the cash register and handle purchases and donations.
- Stock shelves and storerooms and maintain inventory. Maintain a well-organized and orderly storefront and floor that aligns with the company's image.
- Perform basic housekeeping tasks both inside and outside the stores.
- Collaborate with co-workers to maintain a professional store appearance and atmosphere.
- Pick-up and delivery crew are to complete assisting with merchandise, load and unloading PSW vehicles and trailers in a safe manner, requesting assistance as needed.
- Ensure all posted exits, fire alarms, and fire extinguishers remain clearly visible and unobstructed at all times to support safety compliance with accessibility to emergency equipment and pathways.
- Dump all trash receptacles at the end of each work shift.
- Complete incident reports as required.
- Assist with the implementation of goal plans for general laborers.
- Complete daily attendance data on general laborers.
- Complete all other duties as assigned.

Boomerang Recycling/Shred House Job Duties:

- Provide greeting to customers and assist with customer service.
- Organize, categorize, and separate recyclable products and materials brought in by customers. Sorting and baling materials include aluminum, glass, plastic bottles, paperwork brought in for shredding. Keep baled materials safety and neatly stacked in storage room/areas.
- Operate program equipment such as conveyors, scales, balers, etc. in a safe manner.
- Check machinery daily for adjustments and safe operation daily before using.
- Inspect all work areas for hazards. Report hazards to Job Coach or Supervisors.
- Keep all work areas such as driveways, drive through areas, and parking lots swept and free from litter.
- Ensure all posted exits, fire alarms, and fire extinguishers remain clearly visible and unobstructed at all times to support safety compliance with accessibility to emergency equipment and pathways.
- Ensure all safety equipment is properly cleaned, maintained, and store when not in use. Clean machinery of excess grease, dust, cobwebs, and other debris.
- Dump all trash receptacles at the end of each work shift.
- Secure machinery and lock all exit and roll-up doors prior to leaving.
- Complete all other duties as assigned.

Janitorial including Transportation, Bus Washing, Sweeping Crew, Mobile Maintenance Crew Job Duties:

- Complete daily contracts to specifications.
- Remove trash from areas and maintain cleanliness across all areas, which includes restrooms, offices, dairies, parking lots. Empty and clean trash receptacles.
- Clean and sanitize restrooms, office spaces, and common areas. Clean fixtures, doors, windowsills, and machinery (dust, cobwebs, etc.). Restock disposable supplies.
- Sweep, scrub, mop, and wax floors.
- Complete all other duties as assigned.

Landscape Maintenance Crew Job Duties:

- Complete daily contracts to specifications.
- Maintain parking lots, parks and lawns.
- Mow lawns, trim weeds, hedges, bushes, and trees. Rake leaves and clean up yard waste and irrigation repair to keep contracts looking neat throughout the year.
- Familiarity with fixing and maintaining sprinkler systems and other landscaping equipment.
- Maintain lawns – plant, fertilize, mulch, weed, soil conditioning, etc.
- Remove Graffiti when needed.
- Use and care for tools like mowers (riding and push), blowers, and trimmers.
- Keep work areas clean and trash free.
- Complete all other duties as assigned.

Transportation Mechanic Helper Job Duties:

- Help mechanic with basic vehicle maintenance like tune-ups and oil changes, checks tires and brakes, replace spark plugs.
- Help mechanic with electrical repairs such as changing batteries, starters, and lights.

- Keep work areas and parking lot clean.
- Run parts for mechanics when needed.
- Help mechanics fix and maintain equipment.
- Move tools and equipment between storage and work areas.
- Oil and grease machines.
- Clean machines with solvent and rags before repairs are done.
- Ensure all posted exits, fire alarms, and fire extinguishers remain clearly visible and unobstructed at all times to support safety compliance with accessibility to emergency equipment and pathways.
- Empty trash receptacles at the end of each shift.
- Complete all other duties as assigned

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.

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.

Interpersonal Skills & Relationship Management:

- Builds and support positive, professional relationships with staff, individuals, and external partners.
- Demonstrates effective communication skills, both verbal and written, to ensure clarity and understanding.
- Actively listens and responds with empathy, professionalism, and respect.
- Navigates difficult conversations with tact, discretion, and emotional intelligence.
- Foster a collaborative team environment that promotes trust, inclusion, and mutual respect.
- Maintain confidentiality and exercises sound judgment in sensitive situations.
- Builds partnerships with stakeholders to support organizational goals and service delivery.
- Promotes a culture of accountability, professionalism, and respectful interactions.

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 18 years of age. If driving required, must be 21 years of age.
- Provide valid California driver's Identification (ID) card.
- If driving is required for position, must have reliable transportation to perform job duties.
- 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.
- Demonstrate professionalism and work cooperatively with co-workers, agencies, and customers, while upholding their rights to privacy, dignity, and confidentiality.
- Clock in and out daily when working.
- Demonstrate punctuality in the performance of all job duties. Be at work when scheduled, unless excused by Supervisor. 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 using verbal communication, hands on demonstration and modeling.
- Provide effective support with physical strength and agility necessary to assist individuals with mobility challenges, physical limitations, or behavioral needs, as required.
- Observe all PSW policies and procedures, including maintaining safety standards, following behavioral and disciplinary guidelines, and complying with medication protocols.
- Manage multiple tasks/responsibilities at one time.
- Could have to work in various year-round climates to include inclement weather.
- Wear proper safety equipment as required for the job.
- Demonstrate sound judgement and initiative to carry out all assignments efficiently.
- Ensure work schedules are followed to include rest periods and meal periods, as required by California law.
- Report any unusual incidents and/or safety concerns to Job Coaches or Supervisors.
- Attend meetings and/or training as required.
- Ability to complete all other duties as assigned.

Required Experience: None**Preferred Experience:**

- Knowledge of unloading, sorting recyclable materials from vehicles.
- Work as a team – produce quality work under tight deadlines.
- Knowledge of safety work practices and methods when cleaning, maintaining the store, performing custodial work.
- Landscape maintenance work for janitorial and landscaping contracts
- Friendly customer service; approachable demeanor.

Preferred Education:

- High school diploma or certificate of completion 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.

Hourly Wage: This position must be paid at least the California state minimum wage for regular hours worked and at least time and a half for overtime hours worked, i.e., more than 8 hours worked in a day or 40 hours worked 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.