



**JAYNOLAN**  
community services

# **HR BULLETIN**

## **Job Opportunities For Southern California**

**August 23, 2010**

**[www.jaynolan.org](http://www.jaynolan.org)**

**Email: [humanresources@jaynolan.org](mailto:humanresources@jaynolan.org)**

# Family Services

**Program:** Family Services **RFP#:** BE 2360  
**Position:** Foster- Alternative Family Parent  
**F/P Time:** Full Time  
**Location:** Your Home  
**Hours:** 24 Hours 7 Days a Week  
**Pay:** TBD  
**Duties:** Provide Full Time parent responsibilities to a child with developmental disabilities and medical needs in your home. The position also includes all responsibilities a parent would have including school and doctor's appointments. You will be expected to include and raise the child as a family member and help him/her grow into adulthood. You will need enough space for an active child to grow, learn and explore. Some respite will be provided.  
**Qualifications:** Experience with children with developmental needs. Room in your home for the child. Effective communication skills and the ability to interact effectively with others are very important. Willing to take needed training.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** KH4272  
**Position:** Community Facilitator III  
**F/P Time:** Part Time (33 hours per week)  
**Location:** Burbank, 91605  
**Hours:** Monday through Friday, 5 hrs after school and Saturday for 8 hours  
**Pay:** \$10.00 - \$12.00  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children and teens with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Effective communication skills and the ability to interact effectively with others are very important. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** AM4279  
**Position:** Community Facilitator III  
**F/P Time:** Part Time (4 hours per week)  
**Location:** Altadena, 91001  
**Hours:** Sunday – varied  
**Pay:** \$9.00 - \$11.00  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children and teens with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Effective communication skills and the ability to interact effectively with others are very important. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** KH4283  
**Position:** Community Facilitator II  
**F/P Time:** Part Time (18 hours per week)  
**Location:** Burbank, 91202  
**Hours:** **Scheduled hours TBD – 3 days per week, 6 hours per day**  
**Pay:** \$10.00 - \$12.00  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children and teens with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions with the individual. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Effective communication skills and the ability to interact effectively with others are very important. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** AM4311  
**Position:** Community Facilitator III  
**F/P Time:** Part Time (10 hours per month)  
**Location:** Los Angeles, 90006  
**Hours:** Monday-Sunday, hours will vary  
**Pay:** \$9.50– \$11.00  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children, teens, young adults or adults with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** KH4313  
**Position:** Community Facilitator II  
**F/P Time:** Part Time (66 hours per month)  
**Location:** La Crescenta, 91214  
**Hours:** Monday-Friday, 3 hours per day (after school )  
**Pay:** \$10.00– \$11.00  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children, teens, young adults or adults with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** GB4341  
**Position:** Community Facilitator II  
**F/P Time:** Part Time (8 hours per week)  
**Location:** El Segundo, 90245  
**Hours:** 8 hours per week, to be determined by parents.  
**Pay:** \$10.00– \$10.50  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children, teens, young adults or adults with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** AM4338  
**Position:** Community Facilitator III  
**F/P Time:** Part Time (66 hours per month)  
**Location:** Los Angeles, 90004  
**Hours:** Monday-Sunday, 15 hours per week, hours will vary  
**Pay:** \$9.00– \$10.50  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children, teens, young adults or adults with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** KH4344  
**Position:** Community Facilitator III  
**F/P Time:** Part Time (15 hours per week)  
**Location:** Montebello, 90602  
**Hours:** 15 hours per week; hours will vary & will be determined by parents  
**Pay:** \$10.00– \$10.50  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children, teens, young adults or adults with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Family Services **RFP#:** KH4350  
**Position:** Community Facilitator II  
**F/P Time:** Part Time (16 hours per week)  
**Location:** Los Angeles, 90039  
**Hours:** Monday through Thursday, 2pm – 6pm. (16 hours per week)  
**Pay:** \$10.00– \$11.00  
**Duties:** Teach community safety & awareness, social interactions and self help skills.  
**Qualifications:** Minimum of 2 years experience supporting children, teens, young adults or adults with developmental disabilities. Ability to teach various skills in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety. Understanding of family and individual dynamics. Must have current California Drivers License, reliable vehicle and current auto insurance.  
**Overview:** Seeking a dedicated and caring individual to support children with disabilities. Special interests in sports, music and extra curricular activities a plus.  
**Contact:** Employment Department at (818) 361-6400 x108

# Supported Living

**Program:** Supported Living **RFP#:** NHe4038  
**Position:** Home Support Worker  
**F/P Time:** Part Time  
**Location:** Canoga Park  
**Hours:** Relief (as needed)  
**Pay:** \$TBD  
**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home during the overnight hours. Responsibilities include some homemaking (cleaning and organization in the home), budgeting, negotiating skills and activities in the community.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred. Must have California Drivers License, vehicle and auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** LC 4112  
**Position:** Roommate  
**F/P Time:** Part-time (32 hours per week)  
**Location:** Antelope Valley (Palmdale area)  
**Hours:** TBD  
**Pay:** TBD  
**Duties:** The Roommate /Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his/her home who has a diagnosis of a development disability or similar special needs & uses a wheelchair. The roommate must be an individual who will share his/her life & energy with the person. Support is provided in their home during the overnight hours. Responsibilities also includes some homemaking (cleaning and organization in the home), budgeting, & a willingness to plan and participate in activities in the community and be outgoing.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Must be responsible & patient; experience with individuals with epilepsy and be able to administer medications. Good communication skills & the ability to work as part of a team are essential. Some education preferred. Must have a California Drivers License, vehicle and auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** SH4185  
**Position:** Home Support Worker  
**F/P Time:** Part-time **(RELIEF ONLY)**  
**Location:** Santa Clarita  
**Hours:** 0-20 hrs per week; Monday-Friday, 4pm-9pm  
**Pay:** \$10.00 per hour  
**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** SH4186  
**Position:** Home Support Worker  
**F/P Time:** Part-time **(RELIEF ONLY)**  
**Location:** Santa Clarita  
**Hours:** 0-35 hrs per weekend; Friday, starting @ 9pm through Sunday, 9pm.  
**Pay:** \$384.00 per weekend.  
**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** JP4204

**Position:** Home Support Worker

**F/P Time:** Part-time

**Location:** Santa Clarita

**Hours:** 4th weekend of every month; Friday 10:30pm to Sunday, 10:30pm.

**Pay:** To be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition. Must also be able to assist the individual with personal hygiene and support/lift someone in and out of a wheelchair.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Prior knowledge and experience with seizure disorders is highly preferred. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred. Must have California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** LC4225

**Position:** Roommate

**F/P Time:** Full Time

**Location:** Palmdale

**Hours:** Sunday-Thursday 10:00pm-7:00AM

**Pay:** Free Rent and Salary to be determined

**Duties:** The Roommate /Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his/her home who has a diagnosis of a development disability or similar special needs . The roommate must be an individual who will share his/her life & energy with the person. Support is provided in their home during the overnight hours. Responsibilities also includes some homemaking (cleaning and organization in the home), budgeting, assisting the individual with personal hygiene/showering, and a willingness to plan and participate in activities in the community, and be outgoing.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Must be responsible , patient, compassionate and outgoing; Good communication skills, computer literacy, & the ability to work as part of a team are essential. Some education preferred. Must have a current California Drivers License, reliable automobile and current auto insurance in your name.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** JP4223

**Position:** Roommate

**F/P Time:** Full Time

**Location:** Van Nuys

**Hours:** Awake/Overnight, Sunday-Thursday 10:00PM-6:00AM

**Pay:** Free Rent and Salary to be determined

**Duties:** The Roommate /Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his/her home who has a diagnosis of a developmental disability or similar special needs . The roommate must be an individual who will share his/her life & energy with the person. Support is provided in their home during the overnight hours. Responsibilities also includes some homemaking (cleaning and organization in the home), budgeting, and a willingness to plan and participate in activities in the community, and be outgoing.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Must be responsible & patient; Good communication skills, computer literacy, & the ability to work as part of a team are essential. Some education preferred. Must have a current California Drivers License, reliable automobile and current auto insurance in your name.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** LC4254

**Position:** Community/Home Support Worker

**F/P Time:** Part-time **RELIEF ONLY**

**Location:** Newhall, CA

**Hours:** AS NEEDED

**Pay:** \$ To be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable , outgoing, and understanding of medications and ability to communicate and work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living

**RFP#:** JP4255

**Position:** Roommate

**F/P Time:** Full Time

**Location:** Canyon Country

**Hours:** Sunday-Thursday ; Hours to be determined

**Pay:** Free Rent plus Salary to be determined

**Duties:** The Roommate /Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his/her home who has a diagnosis of a developmental disability or similar special needs . The roommate must be an individual who will share his/her life & energy with the person. Support is provided in their home during the overnight hours. Responsibilities also includes some homemaking (cleaning and organization in the home), budgeting, assisting the individual with personal hygiene/showering, and a willingness to plan and participate in activities in the community, and be outgoing.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Must be responsible , patient, compassionate understanding, and outgoing; Good communication skills, computer literacy, & the ability to work as part of a team are essential. Some education preferred. Must have a current California Drivers License, reliable automobile and current auto insurance in your name.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living

**RFP#:** JP4256

**Position:** Community/Home Support Worker

**F/P Time:** Part-time

**Location:** Canyon Country

**Hours:** Evenings: Tuesday to Friday, 2pm-10pm.

**Pay:** \$9.00 - \$10.00 per hour

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable , compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** NHe4259  
**Position:** Home Support Worker  
**F/P Time:** Part-time (5 or 6 hours every Sunday)  
**Location:** Glendale  
**Hours:** Scheduled Hours - Sundays, 4p-10p; alternating Sunday 5pm-10pm  
**Pay:** \$ To Be Determined  
**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable , compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** SH4269  
**Position:** Home Support Worker  
**F/P Time:** Part-time (12 hours per week)  
**Location:** Arcadia  
**Hours:** Every Thursday and Friday, 4pm-10pm  
**Pay:** \$ To Be Determined  
**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable , compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** SH4270

**Position:** Home Support Worker **RELIEF**

**F/P Time:** Part-time (could be up to 20 hours per week)

**Location:** Arcadia

**Hours:** Weekends, 4pm – 10pm; **RELIEF ONLY**

**Pay:** \$ To be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable, compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** SH4271

**Position:** Home Support Worker **RELIEF**

**F/P Time:** Part-time (could be up to 12 hours per week)

**Location:** Arcadia

**Hours:** 8am-4pm **RELIEF**

**Pay:** \$ To Be Determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable, compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** LC4275

**Position:** Community/Home Support Worker

**F/P Time:** Part-time (48 hours per weekend)

**Location:** Palmdale

**Hours:** 2<sup>nd</sup> & 4<sup>th</sup> weekend of every month, starting Friday @ 10pm to Sunday 10pm.

**Pay:** \$ To be determined.

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable, compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** LC4298

**Position:** Community/Home Support Worker

**F/P Time:** Part-time (35 hours per week)

**Location:** Sylmar

**Hours:** Monday through Friday, 3:00pm – 10:00pm

**Pay:** \$ To be determined.

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable, compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** SH4301  
**Position:** Home Support Worker  
**F/P Time:** Part-time (5<sup>th</sup> weekend of the month)  
**Location:** Santa Clarita  
**Hours:** 48 hours; Friday, starting @ 9pm through Sunday, 9pm.  
**Pay:** \$384.00 per weekend.  
**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** SH4302  
**Position:** Home Support Worker  
**F/P Time:** **RELIEF hours only**  
**Location:** Culver City  
**Hours:** 0-5 hours per week – will vary  
**Pay:** \$10.00 per hour  
**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.  
**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.  
**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** JT4315

**Position:** Community/Home Support Worker

**F/P Time:** Part-time

**Location:** Tarzana

**Hours:** Fridays, 3:00pm – 10:00pm; & 5<sup>th</sup> Weekend

**Pay:** \$ To be determined.

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, reliable, compassionate, understanding, and outgoing. Good communication skills, computer literacy, and the ability to work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** NHe4343

**Position:** Community/Home Support Worker

**F/P Time:** RELIEF hours only

**Location:** Northridge

**Hours:** Monday and Tuesday, 3p-10p, RELIEF ONLY

**Pay:** \$ to be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred and knowledge of various computer software programs. Must have a California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** JP4345

**Position:** Home Support Worker

**F/P Time:** Part-time (22.5 hours per week)

**Location:** Santa Clarita

**Hours:** Monday, Wednesday, Friday from 3pm-10:30pm

**Pay:** To be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition. Must also be able to assist the individual with personal hygiene and support/lift someone in and out of a wheelchair.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Prior knowledge and experience with seizure disorders is highly preferred. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred. Must have California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living **RFP#:** JP4346

**Position:** Home Support Worker

**F/P Time:** Full Time (40 hours per week)

**Location:** Santa Clarita

**Hours:** Monday through Friday, 7am-3pm

**Pay:** To be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition. Must also be able to assist the individual with personal hygiene and support/lift someone in and out of a wheelchair.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Prior knowledge and experience with seizure disorders is highly preferred. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred. Must have California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living

**RFP#:** SB4348

**Position:** Home Support Worker + RELIEF

**F/P Time:** Part-time (30 hours per week)

**Location:** Canoga Park

**Hours:** Monday through Friday from 4pm-10:00pm

**Pay:** To be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition. Must also be able to assist the individual with personal hygiene.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred. Must have California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Supported Living

**RFP#:** SB4349

**Position:** Home Support Worker /weekends + RELIEF

**F/P Time:** Part-time (48 hours per weekend)

**Location:** Sherman Oaks

**Hours:** Fridays, starting @ 8pm to Sundays, 8pm.

**Pay:** To be determined

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to one individual with a diagnosis of a developmental disability or similar need. Support is provided in their home and in the community. Responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition. Must also be able to assist the individual with personal hygiene.

**Qualifications:** Must have at least 2yrs experience supporting adults with developmental disabilities. Knowledge of ASL is not required, but helpful. Responsible, patient, understanding of medications and ability to communicate and work as part of a team. Some education preferred. Must have California Drivers License, reliable vehicle and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

# Day Services

**Program:** Day Services **RFP#:** VD4286

**Position:** ACE Community Employment Trainer

**F/P Time** Part Time ( 37.50 hours per week)

**Location:** San Fernando & Santa Clarita Valleys

**Hours:** Monday – Friday 8:00AM to 3:30PM

**Pay:** \$9.00-\$10.00 per hour

**Duties:** Provide one on one intensive support to individuals with developmental disabilities. Provide support at their place of paid or volunteer work as well as other community settings. Carry a team player attitude. Job description requires active involvement in utilizing community resources to set scheduled activities, focus on the individual's job development and employment, and be responsible for implementing ISP goals. It will be necessary to be trained in assisting with personal hygiene as well as trained in lifting and transferring an individual to and from a wheelchair.

**Qualifications:** Two years experience in human service field preferred, experience with people with developmental disabilities necessary, be an effective team member. The ideal candidate must be able to communicate effectively at all levels, possess strong customer service qualities, good writing skills, and have a good knowledge of various computer software programs, such as, microsoft excel and word.

It is essential to have a reliable automobile, current driver's license and auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Day Services

**RFP#:** KN4319

**Position:** Community Trainer

**F/P Time** Part Time (37.5 hours per week)

**Location:** Simi Valley and Newberry Park

**Hours:** Monday – Friday 8:00AM to 3:30PM

**Pay:** \$9.00 - \$10.00 per hour

**Duties:** Provide on the job support as well as in the community to one or more persons with a developmental disability. Communicate clearly, concisely and persuasively. Provide strong customer quality and results presentation necessary. Carry a team player attitude. Job description requires active involvement in utilizing community resources to set scheduled activities; implementing ISP goals. Reliable transportation needed.

**Qualifications:** One year experience in human service field preferred, experience working with people with developmental disabilities is essential. The ideal candidate must possess very good interpersonal and leadership skills. Be able to communicate effectively with participants, families, and management, possess strong customer service skills, and be an effective team member. It is essential to have a reliable automobile, valid California driver's license and current auto insurance.

**Contact:** Employment Department at (818) 361-6400 x108

**Program:** Day Services

**RFP#:** VD4339

**Position:** Job Coach

**F/P Time** Full Time 40+ hours per week (requires flexibility)

**Location:** Widespread: covering LA, San Fernando, Simi, & Antelope Valleys

**Hours:** Varies: Monday – Friday 40+ hours per week

**Pay:** \$ to be determined

**Duties:** The responsibilities of the Job Coach is to provide one on one intensive support to individuals with developmental disabilities at their place of paid or volunteer work as well as other community settings. The job description requires active involvement in utilizing community resources to set scheduled activities, focus on the individual's job development, employment, and IHSP goals. The ideal candidate must be detailed oriented since they will be required to perform a myriad of duties as a Job Coach.

**Qualifications:** One year experience in human services field preferred, experience with people with developmental disabilities necessary, and you must be an effective team member. The ideal candidate must be able to communicate effectively (orally and written) at all levels and across diverse cultures; you must possess strong customer service qualities and have a good knowledge of various computer software programs, such as, microsoft excel and word. A reliable automobile, current driver's license and auto insurance is essential.

**Contact:** Employment Department at (818) 361-6400 x108