



HR BULLETIN

Job Opportunities For Southern California

January 30, 2012

www.jaynolan.org

Email: 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 x160

Program: Family Services **RFP#:** KH4420dk

Position: Community Facilitator III

F/P Time: Part Time (6 hours per week) **Location:** Los Angeles, 90004

Hours: Monday and Tuesday, 3:30pm-6:30pm .

Pay: \$10.00– \$11.00 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a teenager with autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. Facilitate appropriate interactions. Portray a good role model. Assist with community involvement. Ensure safety and have an understanding of family and individual dynamics. Must have experience supporting an individual with challenging behaviors and be able to assist with personal hygiene. Must have valid California Drivers License, reliable vehicle and current auto insurance. **Bi-lingual, Eng. & Korean is required.**

Overview: The ideal candidate must live in the general area to be familiar with the supported individual's community & opportunities. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4473sk
Position: Community Facilitator III
F/P Time: Part Time (9 hours per week) **Location:** Los Angeles, 90004
Hours: Hours will vary and will be determined by parents.
Pay: \$9.00– \$11.00 per hour
Duties: Teach community safety & awareness, social interactions and self help skills.
Qualifications: Seeking a dedicated and caring individual to support a non-verbal child (8yrs) with autism or other developmental disabilities. Must be able to provide positive encouragement to promote skill development in the home and community. You must be able to facilitate appropriate interactions. Portray a good role model, be respectful, and possess a great deal of integrity. A willingness to support a child and allow her to practice, learn and thrive within her own community. Ensure safety and have an understanding of family & individual dynamics. Must have experience supporting a child with challenging behaviors and assist with personal hygiene. A valid California Drivers License, reliable auto, & current auto insurance are essential.
Bilingual in English and Armenian not necessary, but a plus.
Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.
Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** BE4548ja
Position: Community Facilitator III
F/P Time: Part Time (38 hours per month) **Location:** Los Angeles 90035
Hours: Weekends ; hours to be determined by parents.
Pay: \$10.00– \$11.00 per hour
Duties: Teach community safety & awareness, social interactions and self help skills.
Qualifications: Seeking a bright, dedicated, energetic, and caring individual to support an 18 year old young man with autism or other developmental disability. This position requires a respectful and honest person with a great deal of integrity. A willingness to support an adult to allow him to practice, learn and thrive within his own community. Portray a good role model. Ensure safety and have an understanding of family and individual dynamics. Must have experience with challenging behaviors. Support will include using verbal prompts & assisting with personal hygiene. A valid CA Drivers License, reliable auto and current auto insurance is required. Knowledge of public transportation useful.
Overview: The ideal candidate must be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as movies, sports, and other extra curricular activities a plus.
Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** AM45601a

Position: Community Facilitator III

F/P Time: Part Time (21 hrs. per week) **Location:** Burbank, 91502

Hours: Monday – Sunday, 3p-6p and will vary; to be determined by parents

Pay: \$9.50– \$10.50 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual who has a minimum of one year experience supporting a teenager with autism or other developmental disabilities. Must be able to provide positive encouragement to promote skill development in his home and community. You must be able to facilitate appropriate interactions. Portray a good role model, be respectful, and possess a great deal of integrity. A willingness to support a person and allow him to practice, learn and thrive within his own community. Ensure/teach safety and have an understanding of family & individual dynamics. Must have knowledge of the bus system and be able to navigate through the community college environment and classes. A valid CA Drivers License, reliable auto, & current auto insurance are essential.

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. The person to be supported enjoys Computer classes and is interested in higher education; other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4635ha

Position: Community Facilitator II

F/P Time: Part Time (66 hours per month) **Location:** Glendale 91206

Hours: 4 or 5 times per week, 3 or 4 hrs. per day; afternoon hours may vary

Pay: \$9.00– \$10.00 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a male teenager with autism or other developmental disabilities. Must be able to provide positive encouragement to promote skill development in the home and community. You must be able to facilitate appropriate interactions. Portray a good role model and possess a great deal of integrity. A willingness to support a person and allow him to practice, learn and thrive within his own community. Ensure/teach safety and have an understanding of family & individual dynamics. Must have experience supporting a person with challenging behaviors and assist with personal hygiene. A valid CA Drivers License, reliable auto, & current auto insurance are essential. **Bilingual in English & Armenian a plus but not required.**

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** AM4645ds
Position: Community Facilitator III
F/P Time: Part Time (10 hrs. per week) **Location:** Los Angeles, 90057
Hours: Mon.-Fri. 10am-2pm; Saturday hours will vary.
Pay: \$9.50– \$10.75 per hour
Duties: Teach community safety & awareness, social interactions and self help skills.
Qualifications: Seeking a dedicated and caring individual who has a minimum of two years experience supporting a young adult male with aspergers. You must provide positive encouragement to promote skills development in his home and community. You need to know how to navigate through the local college system and provide support in the college classroom, and possess good computer skills. Portray a good role model, be respectful, and possess a great deal of integrity. A willingness to support a person and allow him to practice, learn and thrive within his own community. Ensure/teach safety and have an understanding of family & individual dynamics. A valid CA Drivers License, reliable auto, & current auto insurance are essential. ***Bilingual English and Korean is preferred.***
Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Other extra curricular activities a plus.
Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4649rg
Position: Community Facilitator III
F/P Time: Part Time (66hours per month) **Location:** Los Angeles 90029
Hours: Monday through Friday, 3pm-6pm plus 4 hours on Saturday.
Pay: \$9.00– \$10.00 per hour
Duties: Teach community safety & awareness, social interactions and self help skills.
Qualifications: Seeking a dedicated and caring individual with experience to support a teenage male with autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. Portray a good role model. Ensure safety and have an understanding of family cultures and individual dynamics. Must have experience supporting an individual with challenging behaviors and be able to assist with personal hygiene. A valid California Drivers License, reliable vehicle, and current auto insurance are required.
Overview: The ideal candidate must be outgoing, personable, and live in the general area and be familiar with the supported individual's community. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.
Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** AM4652sm

Position: Community Facilitator III

F/P Time: Part Time (15 hours per week) **Location:** Los Angeles, 90057

Hours: Monday thru Friday, after school hours; plus Sat/Sun. hours may vary

Pay: \$9.00– \$10.75 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a non-verbal male teenager with moderate to severe autism. Must be able to provide positive encouragement to promote skill development in the home and community. You must have experience supporting a person with challenging behaviors, including assisting with toileting and personal hygiene. Ensure/teach safety and have an understanding of family & individual dynamics. You must have a willingness to support a person and allow him to practice, learn, and thrive within his own community. Portray a good role model and possess a great deal of integrity. A valid CA Drivers License, reliable auto, & current auto insurance are essential. **Bilingual in English and Spanish is required.**

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** BE4659

Position: Community Facilitator III

F/P Time: Part Time (10 hours per week) **Location:** Lancaster

Hours: To be determined

Pay: \$10.00 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual with experience to support a youth, teen, or young adult with autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. Portray a good role model. Ensure safety and have an understanding of family cultures and individual dynamics. Must have experience supporting an individual with challenging/aggressive behaviors and be able to assist with diapering and all personal hygiene. The consumer needs assistance with all self help skills as she may try to run away. A valid California Drivers License, reliable vehicle, and current auto insurance are required. *(Child safety locks in vehicle are required.)*

Overview: The ideal candidate must be outgoing, personable, and live in the general area and be familiar with the supported individual's community. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** AM4663mm

Position: Community Facilitator III

F/P Time: Part Time (18.5 hours per week) **Location:** Whittier

Hours: Mon.-Fri., 3:30pm-6:30pm; Sat.& Sun., will vary.

Pay: \$9.00 - \$10.75 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual with experience to support a non-verbal 22 year old female with autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. Portray a good role model. Ensure safety and have an understanding of family cultures and individual dynamics. Must have experience supporting an individual with challenging/aggressive behaviors and be able to assist with diapering and all personal hygiene. The consumer needs assistance with all self help skills as she may try to run away. A valid California Drivers License, reliable vehicle, and current auto insurance are required. *(Child safety locks in vehicle are required.)*

Overview: The ideal candidate must be outgoing, personable, and live in the general area and be familiar with the supported individual's community. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus. Bi-lingual (Eng. & Spanish) required.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4666cf

Position: Community Facilitator III

F/P Time: Part Time (30 hours per week) **Location:** Burbank, 91605

Hours: Monday thru Friday, 10am-4pm

Pay: To be determined

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a young adult male with Autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. You must have experience supporting a person with challenging behaviors, including assisting with getting up and dressing in the morning, toileting and personal hygiene. Ensure/teach safety and have an understanding of family & individual dynamics. You must have a willingness to support a person and allow him to practice, learn, and thrive within his own community. Portray a good role model and possess a great deal of integrity. A valid CA Drivers License, reliable auto, & current auto insurance are essential.

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4667zj

Position: Community Facilitator III

F/P Time: Part Time (50 hours per month) **Location:** Glendale, 91205

Hours: Monday thru Friday, after school hours; Sat/Sun. hours may vary

Pay: \$9.00– \$10.00 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a 17 year old female with Autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. You must have experience supporting a person with challenging behaviors, including hyperactivity and be able to assist with female personal hygiene. Ensure/teach safety and have an understanding of family & individual dynamics. You must have a willingness to support a person and allow him to practice, learn, and thrive within his own community. Portray a good role model and possess a great deal of integrity. A valid CA Drivers License, reliable auto , & current auto insurance are essential.
Bi-lingual language skills (Eng./Armenian) required.

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4673mk

Position: Community Facilitator III

F/P Time: Part Time (66 hours per month) **Location:** La Crescenta, 91214

Hours: Monday thru Friday, after school hours

Pay: \$9.00– \$10.25 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a 17 year old male with Autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. You must have experience supporting a person with challenging behaviors, and assist in maintaining a structured environment. You must also assist with personal hygiene. Ensure/teach safety and have an understanding of family & individual dynamics. You must have a willingness to support a person and allow him to practice, learn, and thrive within his own community. Portray a good role model and possess a great deal of integrity. A valid CA Drivers License, reliable auto , & current auto insurance are essential.

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services/ CAMP **RFP#:** MS4679
Position: Camp Activity Coordinator (available 5/1/12)
F/P Time: Seasonal **Location:** Mission Hills and Camp site
Hours: To be determined; 24 hour on-site during camp sessions.
Pay: \$90.00 per day
Duties: Coordinate all camp activities (Sports, Games, Arts & Craft, etc) while still ensuring a quality and safe camp environment. Teach community safety & awareness, social interactions and self help skills. Assist the Camp Director with other camp programs as requested.
Qualifications: Innovative, organized, able to multi-task, think on your feet and be a lover of the outdoors. Ability to work in a team environment, be able to teach team work and social skills; lead games and songs in an improvisational environment; be energetic and enthusiastic, and possess love for the outdoors. You must also possess very good leadership and interpersonal skills, and software knowledge
Contact: Employment Department at (818) 361-6400, ext. 160

Program: Family Services **RFP#:** TB4681am
Position: Community Facilitator III
F/P Time: Part Time (10 hours per week) **Location:** Ridgecrest, 93555
Hours: Mon.-Fri., 2pm – 4pm
Pay: \$9.50 - \$10.00 per hour
Duties: Teach community safety & awareness, social interactions and self help skills.
Qualifications: Seeking a dedicated and caring individual with experience supporting a young male with autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. Portray a good role model. Ensure safety and have an understanding of family cultures and individual dynamics. Must have experience supporting an individual with challenging/aggressive behaviors and be able to assist with diapering and all personal hygiene. The consumer needs assistance with all self help skills. A valid California Drivers License, reliable vehicle, and current auto insurance are required.
Overview: The ideal candidate must be outgoing, personable, and live in the general area and be familiar with the supported individual's community. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus. Bi-lingual (Eng. & Spanish) required.
Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** TB4683ba

Position: Community Facilitator III

F/P Time: Part Time (10 hours per week) **Location:** Trona, 93562

Hours: Mon.-Fri., 4pm – 6pm

Pay: \$9.50 - \$10.00 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual with experience supporting a young male with autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. Portray a good role model. Ensure safety and have an understanding of family cultures and individual dynamics. Must have experience supporting an individual with challenging/aggressive behaviors and be able to assist with diapering and all personal hygiene. The consumer needs assistance with all self help skills. A valid California Drivers License, reliable vehicle, and current auto insurance are required.

Overview: The ideal candidate must be outgoing, personable, and live in the general area and be familiar with the supported individual's community. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus. Bi-lingual (Eng. & Spanish) required.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4694hs

Position: Community Facilitator II

F/P Time: Part Time (76 hours per month) **Location:** Glendale, 91204

Hours: Monday thru Friday, after school hours; Sat/Sun. hours may vary

Pay: \$9.00– \$10.00 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a young female adult with Autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. You must have experience supporting a person with challenging behaviors, including hyperactivity and be able to assist with female personal hygiene. Ensure/teach safety and have an understanding of family & individual dynamics. You must have a willingness to support a person and allow her to practice, learn, and thrive within her own community. Portray a good role model and possess a great deal of integrity. A valid CA Drivers License, reliable auto, & current auto insurance are essential. ***Bi-lingual (Eng. And Armenian) language skills are required.***

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services/ CAMP **RFP#:** MS4695
Position: Archery/Camp Activity Coordinator (available 5/1/12)
F/P Time: Seasonal **Location:** Mission Hills and Camp site
Hours: To be determined; 24 hour on-site during camp sessions.
Pay: \$90.00 per day
Duties: Coordinate & Run the Archery Camp activities for all camp participants while still ensuring a quality and safe camp environment. Teach community safety & awareness, social interactions and self help skills. Assist the Camp Director with other camp programs as requested.
Qualifications: Innovative, organized, able to multi-task, think on your feet and be a lover of the outdoors. Ability to work in a team environment, be able to teach team work and social skills; lead games and songs in an improvisational environment; be energetic and enthusiastic, and possess love for the outdoors. You must also possess very good leadership and interpersonal skills, and software knowledge. Experience working at a Camp with children and experience teaching Archery are required.
Contact: Employment Department at (818) 361-6400, ext. 160

Program: Family Services **RFP#:** TB4715zb
Position: Community Facilitator III
F/P Time: Part Time (15 hours per week) **Location:** Los Angeles, 90046
Hours: Mon.-Fri., 4pm – 7pm
Pay: \$9.50 - \$10.00 per hour
Duties: Teach community safety & awareness, social interactions and self help skills.
Qualifications: Seeking a dedicated and caring individual with experience supporting a teenage male with autism or other developmental disability. Must be able to provide positive encouragement to promote skill development in the home and community. Portray a good role model. Ensure safety and have an understanding of family cultures and individual dynamics. Must have several years experience supporting individuals with challenging/aggressive behaviors and assisting with taking medications, dressing, grooming & personal hygiene. The consumer needs assistance with all self help and safety skills. A valid California Drivers License, reliable vehicle, and current auto insurance are required.
Overview: The ideal candidate must be outgoing, personable, and live in the general area and be familiar with the supported individual's community. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.
Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** AM4717nr

Position: Community Facilitator III

F/P Time: Temporary (15 hours per week) **Location:** Los Angeles, 90005

Hours: Mon-Fri., 3:30pm-7:00pm; Sat & Sun., 9am-9pm (hours will vary)

Pay: \$9.00– \$10.75 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a male teenager with autism or other developmental disabilities. Must be able to provide positive encouragement to promote skill development in the home and community. You must be able to facilitate appropriate interactions. Portray a good role model and possess a great deal of integrity. A willingness to support a person and allow him to practice, learn and thrive within his own community. Ensure/teach safety and have an understanding of family & individual dynamics. Must have experience supporting a person with challenging behaviors and assist with personal hygiene. A valid CA Drivers License, reliable auto, & current auto insurance are essential. **Bilingual in English & Spanish is required.**

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Program: Family Services **RFP#:** KH4719mb

Position: Community Facilitator II

F/P Time: Temporary (160 hours per month) **Location:** Los Angeles, 90068

Hours: Monday thru Friday, after school hours; Sat/Sun. hours may vary

Pay: \$9.00– \$10.00 per hour

Duties: Teach community safety & awareness, social interactions and self help skills.

Qualifications: Seeking a dedicated and caring individual to support a male teenager with autism or other developmental disabilities. Must be able to provide positive encouragement to promote skill development in the home and community. You must be able to facilitate appropriate interactions. Portray a good role model and possess a great deal of integrity. A willingness to support a person and allow him to practice, learn and thrive within his own community. Ensure/teach safety and have an understanding of family & individual dynamics. Must have experience supporting a person with challenging behaviors and assist with personal hygiene. A valid CA Drivers License, reliable auto, & current auto insurance are essential.

Overview: You must live fairly close to the person being supported & be familiar with the supported individual's community resources & surrounding areas. Good communication skills are essential and a willingness to be part of a team. Special interests in various hobbies, such as reading, the arts, sports, and other extra curricular activities a plus.

Contact: Employment Department at (818) 361-6400 x160

Supported Living

Program: Supported Living **RFP#:** SBi4185as
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 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 valid California Drivers License, reliable vehicle and valid auto insurance.
Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living **RFP#:** SBi4271se
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: 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 valid California Drivers License, reliable vehicle and valid auto insurance.
Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living **RFP#:** SBi4302ia
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: 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 valid California Drivers License, reliable vehicle and valid auto insurance.
Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living **RFP#:** SB4650se
Position: Home Support Worker O/N
F/P Time: Part-time (20 hours per week) **Location:** Arcadia
Hours: Two Over Nights a week 10PM-8AM
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 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 be familiar with the city of Arcadia.**
Qualifications: 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 valid California Drivers License, reliable vehicle and valid auto insurance.
Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living

RFP#: BM4672rs

Position: Home Support Worker

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

Location: Chatsworth

Hours: Monday through Friday, 9:00am-4:00pm.

Pay: \$9.00-\$9.50 per hour

Duties: The Home Support Worker provides one-on-one support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his home who has a diagnosis of Autism or other developmental disability. The ideal candidate must be a good role model and must be able to provide positive encouragement to promote skill development in the home and community. You must have a willingness to support an adult male and allow him to practice, learn and thrive within his own community. 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. Ensure and teach safety skills.

Qualifications: Prior knowledge & experience supporting individuals with developmental disabilities are required. You must be responsible, respectful, patient, and possess strong /effective communication skills,. You must be able to work well in a team environment. A good driving record, valid CA drivers license, current auto insurance, and reliable car are required.

Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living **RFP#:** JR4674ds
Position: Home Support Worker
F/P Time: Part-Time **Location:** Van Nuys
Hours: RELIEF ONLY (as needed)
Pay: To be determined
Duties: The Home Support Worker provides one-on-one support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his home who has a diagnosis of Autism or other developmental disability. The ideal candidate must be a good role model and must be able to provide positive encouragement to promote skill development in the home and community. You must have a willingness to support an adult male and allow him to practice, learn and thrive within his own community. 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. Ensure and teach safety skills.
Qualifications: Prior knowledge & experience supporting individuals with developmental disabilities are required. You must be responsible, respectful, patient, and possess strong /effective communication skills,. You must be able to work well in a team environment. A good driving record, valid CA drivers license, current auto insurance, and reliable car are required.
Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living **RFP#:** JR4675js
Position: Home Support Worker
F/P Time: Part-Time **Location:** Valley Village
Hours: RELIEF HOURS ONLY (as needed)
Pay: To be determined
Duties: The Home Support Worker provides one-on-one support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his home who has a diagnosis of Autism or other developmental disability. The ideal candidate must be a good role model and must be able to provide positive encouragement to promote skill development in the home and community. You must have a willingness to support an adult male and allow him to practice, learn and thrive within his own community. 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. Ensure and teach safety skills.
Qualifications: Prior knowledge & experience supporting individuals with developmental disabilities are required. You must be responsible, respectful, patient, and possess strong /effective communication skills,. You must be able to work well in a team environment. A good driving record, valid CA drivers license, current auto insurance, and reliable car are required.
Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living **RFP#:** SB4691lr

Position: Home Support Worker

F/P Time: Part-time (20 hours per week) **Location:** Van Nuys

Hours: Monday – Friday, 8am-12noon

Pay: TBD

Duties: The Home Support Worker provides one-on-one support such as problem solving, companionship, guidance, and assistance in everyday living to a young female adult with a diagnosis of Autism or other development disability and ***who uses American Sign Language as her form of communication.*** Support is provided in her home and in the community. Responsibilities include driving the supported person to school, 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 be familiar with the San Fernando Valley and the resources.

Qualifications: The ideal candidate must have experience using *American Sign Language* (ASL) and experience supporting individuals with developmental disabilities. You must be patient, understanding, respectful and understand that communication is not just limited to oral communication. Effective communication (oral & written) and work as part of a team are essential. Knowledge of various computer software programs is required. You must also be extremely punctual since this position involves driving the supported person to school. A valid CA Drivers License, reliable auto, and valid car insurance are required.

Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living **RFP#:** LC4700jh

Position: Home Support Worker

F/P Time: Part-Time (21hours per week, + weekend hours) **Location:** Sylmar

Hours: Mon, Wed, and Fri., 3:00pm – 10:00pm, plus 2 weekends, to be determined.

Pay: To be determined

Duties: The Home Support Worker provides one-on-one support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his/her home who has a diagnosis of Autism or other developmental disability. The ideal candidate must be a good role model and must be able to provide positive encouragement to promote skill development in the home and community. You must have a willingness to support an adult male and allow him to practice, learn and thrive within his own community. 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. Ensure and teach safety skills.

Qualifications: Prior knowledge & experience supporting individuals with developmental disabilities are required. You must be responsible, respectful, patient, and possess strong /effective communication skills,. You must be able to work well in a team environment. A good driving record, valid CA drivers license, current auto insurance, and reliable car are required.

Contact: Employment Department at (818) 361-6400 x160

Program: Community Services

RFP#: NH4698ck

Position: Job Coach/Community Trainer

F/P Time RELIEF ONLY

Location: *Northridge & surrounding areas.*

Hours: 7:30am – 2:30pm

Pay: To be determined

Duties: Provide one-on-one support to an adult male with autism or a developmental disability at his place of employment or volunteer work as well as other community settings. The job description requires active involvement in utilizing community resources to set scheduled activities, and you must be able to assist with household maintenance (such as, grocery shopping, meal preparation, and various household tasks). In addition, focus on the individual's job development, connecting with community resources (i.e. recreation, school, volunteer), and working on ISP goals. If necessary, you will be required to assist the person being supported with personal hygiene and physical needs.

Qualifications: The ideal candidate must have experience in the human services field as well as experience supporting an individual with challenging needs and Autism. You must possess very good interpersonal and leadership skills. Excellent communication skills (oral and written) at all levels and across diverse cultures are essential. The ideal candidate must be outgoing and self-motivated and possess strong customer service qualities. You must be a team player, flexibility is essential, energetic, responsible, outgoing, and able to utilize community resources to help the supported individual become independent and reach goals. Computer literacy, including Microsoft programs are required. You must be detailed oriented to perform a myriad of duties as a trainer. A reliable automobile, valid California driver's license and current auto insurance are required.

Contact: Employment Department at (818) 361-6400 x160

Program: Supported Living

RFP#: SB4703dg

Position: Home Support Worker

F/P Time: part-time (24 hrs. per week)

Location: Altadena

Hours: Mon., Wed., & Fri., 9am-5pm

Pay: To be determined based on experience

Duties: The Home Support Worker provides one-on-one support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his home who has a diagnosis of Autism or other developmental disability. The ideal candidate must be a good role model and must be able to provide positive encouragement to promote skill development in the home and community. You must have a willingness to support an adult male and allow him to practice, learn and thrive within his own community. The supported individual enjoys engaging in outdoor activities, going to the dog park, going to his family's farm, and playing anything video game related. Ensure and teach safety skills.

Qualifications: Prior knowledge & experience supporting individuals with developmental disabilities are required. You must be responsible, respectful, patient, and possess strong /effective communication skills,. You must be outgoing, possess excellent computer skills, and be able to work well in a team environment. A good driving record, valid CA drivers license, current auto insurance, and reliable car are required.

Contact: Employment Department at (818) 361-6400 x160

Community Services

Program: Community/Day Services **RFP#:** VD4707bw
Position: Community Trainer
F/P Time: Part Time (35.00 hours per week) **Location:** *San Fernando Valley*
Hours: Monday – Friday 8:00AM to 3:00PM as needed
Pay: \$10.00 - \$11.00 per hour
Duties: Provide one-on-one support to a non-verbal youthful male with Autism at his place of 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 development, connecting with community resources (i.e. recreation, school, volunteer), and working on ISP goals. If needed, you will be required to assist the person being supported with personal hygiene and physical needs.
Qualifications: The ideal candidate must have one year experience supporting individuals with Autism, other developmental disabilities, and challenging behaviors. You must possess very good interpersonal and leadership skills. Excellent communication skills (oral and written) at all levels and across diverse cultures are essential. The ideal candidate must be outgoing and self-motivated and possess strong customer service qualities. Computer literacy, including Microsoft word and excel is required. You must be detailed oriented to perform a myriad of duties as a trainer. A reliable automobile, valid CA driver's license and current auto insurance are required.
Contact: Employment Department at (818) 361-6400 x160

Program: Community/Day Services

RFP#: VD4708cg

Position: Community Trainer

F/P Time Part Time (20 hours per week)

Location: *San Fernando Valley*

Hours: Monday – Friday ; hours will vary.

Pay: \$10.00 - \$11.00 per hour

Duties: Provide one-on-one support to a non-verbal youthful male with Autism at his place of 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 development, connecting with community resources (i.e. recreation, school, volunteer), and working on ISP goals. If needed, you will be required to assist the person being supported with personal hygiene and physical needs.

Qualifications: The ideal candidate must have one year experience supporting individuals with Autism, other developmental disabilities, and challenging behaviors. You must possess very good interpersonal and leadership skills. Excellent communication skills (oral and written) at all levels and across diverse cultures are essential. The ideal candidate must be outgoing and self-motivated and possess strong customer service qualities. Computer literacy, including Microsoft word and excel is required. You must be detailed oriented to perform a myriad of duties as a trainer. A reliable automobile, valid CA driver's license and current auto insurance are required.

Contact: Employment Department at (818) 361-6400 x160