



## **Employment Services**

**January 07, 2019**

**to**

**January 22, 2019**

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

**Email: [humanresources@jaynolan.org](mailto:humanresources@jaynolan.org)  
Questions: HR Recruiter, 818-361-6400, ext. 160**

**We are an ADA Compliant and Equal Opportunity Employer**

# Employment Services

**Program:** Community/Day Services

**RFP#:** LH7327jb

**Position:** ACE Community Trainer

**Full Time**

**Location:** Winnetka & surrounding areas

**Hours:** Friday 6pm-9:15pm, Saturday 6pm-9:15pm & Sunday 2pm-5:15pm

**Pay:** \$13.25 per hour

**General Description:** We are looking for an outgoing person who has a minimum of one year experience in providing support to individuals with an intellectual and physical disability.

- Provide 1:1 community based intensive support to a person with an intellectual & physical disability.
- Provide support at his place of paid or volunteer work, as well as other community settings.
- Provide support that empowers the individual to make informed decisions & uphold his dignity & inclusion in their community
- The job description requires active involvement in utilizing community resources to set scheduled activities with an emphasis on communication, health & small business/employment goals
- Comfortable using Ipad, social media and online research.

**Qualifications:**

- Experience supporting individuals with disabilities in the community and/or job coaching for 1+year, required.
- You will be a good communicator (oral & written), be able to promote a spirit of team work, and work collaboratively with the family to learn best practices for supporting the young woman.
- You will be self motivated and enjoy participating in extra curricular activities.
- Have a high school diploma or GED
- Must pass a background check
  
- A valid driver's license, reliable auto, current auto insurance, & smart phone are required
- Ability to handle physical aspects of job,

**Contact:** Employment Recruiter at (818) 361-6400 x160

**Program:** Community/Day Services

**RFP#:** KN7323ri

**Position:** Community Trainers

**F/P Time** Full Time

**Locations:** **Mission Hills & surrounding communities**

**RFP6561PB:** Monday through Friday, 8am to 3pm, as needed.

**Pay:** \$13.25 per hour

***FLUENT IN ASL***

We are looking for an individual to provide support to an adult male diagnosed with Autism or other developmental disability.

**General Duties:** The support to be provided is at the individual's home, their place of volunteer work, as well as other community settings. The individual being supported will exhibit challenging behaviors. 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 their Individual Support Plan goals. You may also be required to prompt or assist with personal hygiene depending on the person being supported.

**Qualifications:**

- The ideal candidate will have experience supporting individuals with Autism, other developmental disabilities.
- You will be trained in supporting individuals with challenging behaviors.
- You will be patient, respectful, possess good interpersonal, and have a positive, can do attitude.
- Excellent communication skills (oral and written) at all levels and across diverse cultures are essential.
- You will be outgoing, enjoy the outdoors, self-motivated and possess strong customer service qualities.
- You will also be detailed oriented to perform a myriad of duties as a trainer.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- A High School diploma or GED required.
- Must pass a background check.
- Possess the ability to handle the physical aspects of the job.

**Contact:** Human Resources Department at (818) 361-6400 x160