



**JAYNOLAN**  
community services

# **HR BULLETIN**

## **Job Opportunities For Northern California**

**January 07, 2019  
to  
January 22, 2019**

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

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

**We are an ADA Compliant and Equal Opportunity Employer <sup>1</sup>**

**Program:** Supported Living RFP#: LC708  
**Position:** Community Home Support Supervisors  
**Location:** San Jose Office + surrounding communities.

**F/P Time:** Full Time  
**Hours:** 40 hrs +; Mon. thru Fri., plus evenings & weekends, as needed.

**Pay:** To be discussed based on education & experience.

**Essential Responsibilities:**

- Manage teams (circles) of staff members who support individuals with disabilities (20 plus staff), including case management & documentation.  
Organize circle of support meetings once a month
- Establish & maintain relationships between staff and persons they support.
- Track & manage hours and dollars attached to each individual we support.
- Locate activities, employment (paid or unpaid) opportunities, as well as other places and/or areas of interest for individuals being supported.
- Occasional travel via car or plane will be required.
- Communicate with on a regular basis with social services agencies (IHSS, HUD & Regional Center)
- Responsible for ensuring that staff schedules are maintained at all times to meet the support needs of the consumer(clients of Jay Nolan Community Services).

**Qualifications:**

- 2 years of experience working with people with Autism or other developmental disabilities.
- 1 year related experience in a supervisory and/or management role.
- Excellent communication skills (verbally and written) are required.
- Must be able to multitask, be organized, & think outside the box.
- Ability to understand & manage budgets, plus read a financial statement.
- Computer literacy in all the software programs is essential.
- You will be a team player with the ability to interact effectively at all levels & across diverse cultures
- Some college required; a BA degree is preferred.
- Valid Driver's License, current auto insurance, reliable car, and smart phone are required
- Must pass a background check
- Bilingual (Spanish) preferred not required.

For Employment consideration ***email your cover letter, resume & salary history to:***  
**[humanresources@jaynolan.org](mailto:humanresources@jaynolan.org)**

**Program:** Supported Living

**RFP#:** LC513kt

**Position:** Home Support Worker

**Dept:** 960

**F/P Time:** Full Time

**Location:** Sunnyvale

**Hours:** Monday through Friday, 2:30pm to 9pm

**Pay:** \$15.65

**Duties:** To teach safety & awareness, social interactions and self help skills.

The Home Support Worker provides individual support, problem solving, companionship, guidance, and assistance in everyday living to one or more persons with a diagnosis of Autism or other developmental disability. To provide support to a consumer at home and out in the community. Some homemaking and some help with personal hygiene). Specific types of support are based on the individual's needs, interests, and desires.

**Qualifications:**

- Team player Prior knowledge & experience supporting individuals with Autism are required.  
*Experience can be personal, as a volunteer, or work related*
- You must be responsible, respectful, patient, and possess effective communication skills,.
- A good driving record, valid drivers license, current auto insurance, reliable transportation and smart phone are required.
- A high school diploma or GED is required.
- Ability to handle physical aspects of job.
- Must pass a background check

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**Program:** Supported Living

**RFP#:** BM636/660dl

**Position:** Home Support Worker

Dept #1020

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

**Location:** San Jose

**Schedule for RFP 636:** Sunday 8am-9pm Thursday 5pm-9pm

**Schedule for RFP 660:** Monday, Wednesday, Saturday & Sunday 5pm-9pm

**Pay:** \$15.00 per hour

**Duties:** To teach safety & awareness, social interactions and self help skills.

The Home Support Worker provides individual support, problem solving, companionship, guidance, and assistance in everyday living to one or more persons with a diagnosis of Autism or other developmental disability. To provide support to a consumer at home and out in the community. Some homemaking and some help with personal hygiene). Specific types of support are based on the individual's needs, interests, and desires.

**Qualifications:**

- Must have experience supporting individuals with Autism and other developmental disabilities.
- Experience in the human services field is preferred.
- Must have experience supporting individuals though challenging behaviors, and you may be required to prompt or assist with personal care.
- Must be responsible, caring, patient, and work as part of a team.
- Effective communication skills (oral & written) are required.
- Have a high school diploma or GED.
- Must pass a background check.
- A valid driver's license, reliable auto, current auto insurance, & smart phone required
- Ability to handle physical aspects of job

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**Program:** Supported Living

**RFP#:** BM622ls

**Position:** Home Support Worker

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

**Location:** Santa Clara

**RFP 622:** Saturday & Sunday 9am-2pm

**Pay:** \$15.00 hour

**Duties:**

- Provide individual support, problem solving, companionship, guidance and assistance in activities in everyday living to one or more persons with the diagnosis of Autism or other developmental disability.
- Responsibilities includes some homemaking (cleaning & organization in the home), budgeting, and assisting the individual with personal hygiene/showering.

**Qualifications:**

- Team player, who is caring, patient, and respectful. Effective communication skills (oral & written) are essential.
- Experience supporting individuals with Autism and an understanding of Autism is helpful/preferred, but not required; we will provide training.
- It is also helpful/preferred to have an understanding/knowledge of how to support a person through a seizure disorder.
- You must be patient, respectful and caring.
- Communication skills (oral and written) are essential.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Have a high school diploma or GED
- Must pass a background check
- Ability to handle physical aspects of job

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**Program:** Supported Living

**RFP#:** LC689/710lp

**Position:** Home Support Worker

**Pay:** \$15.00

**Location:** San Jose

**Schedule for RFP 689:** Monday, Tuesday and Thursday 2:30pm-9pm

**Schedule for RFP 710:**

**Duties:** To teach safety & awareness, social interactions and self help skills. The Home Support Worker provides individual support, problem solving, companionship, guidance, and assistance in everyday living to one or more persons with a diagnosis of Autism or other developmental disability. To provide support to a consumer at home and out in the community. Some homemaking and some help with personal hygiene). Specific types of support are based on the individual's needs, interests, and desires.

**Qualifications:**

- Must have experience supporting individuals with Autism and other developmental disabilities.
- Must have experience supporting individuals through challenging behaviors, and you may be required to prompt or assist with personal care.
- Must be responsible, caring, patient, and work as part of a team.
- Effective communication skills (oral & written) are required.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Have a high school diploma or GED
- Must pass background check

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**Program:** Supported Living

**RFP#:** LC655hb

**Position:** Home Support Worker

**Dept:** 811

**F/P Time:** Part time

**Location:** San Jose

**Schedule for RFP 655:** Monday/Wednesday and Friday 9am-2pm

**Pay:** \$15.00 hour

**Duties:**

- Provide individual support, problem solving, companionship, guidance and assistance in a everyday living to an individual diagnosis of Autism or other developmental disability.
- Responsibilities include assisting with some homemaking (cleaning & organization in the home), budgeting, driving the individual to appointments, errands, or to and from work.
- You may be required to prompt with personal hygiene/showering.
- You will also be required to assist the supported individual through seizure disorders.

**Qualifications:**

- Team player, who is caring, patient, and respectful.
- Effective communication skills (oral & written) are essential.
- Experience supporting individuals with Autism and an understanding of Autism is helpful/preferred, but not required; we will provide training.
- You must be patient, respectful and caring.
- Communication skills (oral and written) are essential.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Must pass a background check
- Ability to handle physical aspects of job
- A High School Diploma or GED

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**Program:** Supported Living

**RFP#:** BM663ba

**Position:** Home Support Worker

**Dept:** 810

**F/P Time:** Part time

**Location:** Santa Clara

**Schedule for RFP 663:** Monday-Thursday 2pm-10pm

**Pay:** \$15.00 hour

**Duties:**

- Provide individual support, problem solving, companionship, guidance and assistance in a everyday living to an individual diagnosis of Autism or other developmental disability.
- Responsibilities include assisting with some homemaking (cleaning & organization in the home), budgeting, driving the individual to appointments, errands, or to and from work.
- You may be required to prompt with personal hygiene/showering.
- You will also be required to assist the supported individual through seizure disorders.

**Qualifications:**

- Team player, who is caring, patient, and respectful.
- Effective communication skills (oral & written) are essential.
- Experience supporting individuals with Autism and an understanding of Autism is helpful/preferred, but not required; we will provide training.
- You must be patient, respectful and caring.
- Communication skills (oral and written) are essential.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Must pass a background check
- Ability to handle physical aspects of job
- A High School Diploma or GED

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**Program:** Supported Living

**RFP#:** TC661jr

**Position:** Home Support Worker

**Dept:** 940

**F/P Time:** Part time

**Location:** Santa Clara

**Schedule:** Saturday & Sunday 9am -9pm

**Pay:** \$15.00 hour

**Duties:**

- Provide individual support, problem solving, companionship, guidance and assistance in a everyday living to an individual diagnosis of Autism or other developmental disability.
- Responsibilities include assisting with some homemaking (cleaning & organization in the home), budgeting, driving the individual to appointments, errands, or to and from work.
- You may be required to prompt with personal hygiene/showering.
- You will also be required to assist the supported individual through seizure disorders.

**Qualifications:**

- Team player, who is caring, patient, and respectful.
- Effective communication skills (oral & written) are essential.
- Experience supporting individuals with Autism and an understanding of Autism is helpful/preferred, but not required; we will provide training.
- You must be patient, respectful and caring.
- Communication skills (oral and written) are essential.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Must pass a background check
- Ability to handle physical aspects of job
- A High School Diploma or GED

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**Program:** Supported Living

**RFP#:** LC659kp

**Position:** Home Support Worker

**Pay:** \$15.00

**Location:** San Jose

**Schedule:** Saturday & Sunday 10am -4pm

**Duties:** To teach safety & awareness, social interactions and self help skills.

The Home Support Worker provides individual support, problem solving, companionship, guidance, and assistance in everyday living to one or more persons with a diagnosis of Autism or other developmental disability. To provide support to a consumer at home and out in the community. Some homemaking and some help with personal hygiene). Specific types of support are based on the individual's needs, interests, and desires.

**Qualifications:**

- Must have experience supporting individuals with Autism and other developmental disabilities.
- Must have experience supporting individuals through challenging behaviors, and you may be required to prompt or assist with personal care.
- Must be responsible, caring, patient, and work as part of a team.
- Effective communication skills (oral & written) are required.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Have a high school diploma or GED
- Must pass background check

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**Program:** Supported Living

**RFP#:** MS688jd

**Position:** Home Support Worker

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

**Location:** San Jose

**RFP 622:** Tuesday 10am-2pm

**Pay:** \$15.00 hour

**Duties:**

- Provide individual support, problem solving, companionship, guidance and assistance in activities in everyday living to one or more persons with the diagnosis of Autism or other developmental disability.
- Responsibilities includes some homemaking (cleaning & organization in the home), budgeting, and assisting the individual with personal hygiene/showering.

**Qualifications:**

- Team player, who is caring, patient, and respectful. Effective communication skills (oral & written) are essential.
- Experience supporting individuals with Autism and an understanding of Autism is helpful/preferred, but not required; we will provide training.
- You must be patient, respectful and caring.
- Communication skills (oral and written) are essential.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Have a high school diploma or GED
- Must pass a background check
- Ability to handle physical aspects of job

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**Program:** Supported Living

**RFP#:** TC692cj

**Position:** Home Support Worker

**Pay:** \$15.00

**Location:** Santa Clara

**Schedule:** Monday, Tuesday, Thursday and Friday 5pm-9pm

**Duties:** To teach safety & awareness, social interactions and self help skills.

The Home Support Worker provides individual support, problem solving, companionship, guidance, and assistance in everyday living to one or more persons with a diagnosis of Autism or other developmental disability. To provide support to a consumer at home and out in the community. Some homemaking and some help with personal hygiene). Specific types of support are based on the individual's needs, interests, and desires.

**Qualifications:**

- Must have experience supporting individuals with Autism and other developmental disabilities.
- Must be responsible, caring, patient, and work as part of a team.
- Effective communication skills (oral & written) are required.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Have a high school diploma or GED
- Must pass background check

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**Program:** Supported Living  
**Position:** Home Support Worker

**RFP#:** TC694ah

**Pay:** \$15.00

**Location:** San Jose

**Schedule:** Wednesday- Friday 3pm-6pm

**Duties:** To teach safety & awareness, social interactions and self help skills. The Home Support Worker provides individual support, problem solving, companionship, guidance, and assistance in everyday living to one or more persons with a diagnosis of Autism or other developmental disability. To provide support to a consumer at home and out in the community. Some homemaking and some help with personal hygiene). Specific types of support are based on the individual's needs, interests, and desires.

**Qualifications:**

- Must have experience supporting individuals with Autism and other developmental disabilities.
- Must be responsible, caring, patient, and work as part of a team.
- Effective communication skills (oral & written) are required.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Have a high school diploma or GED
- Must pass background check

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**Program:** Supported Living

**RFP#:** BM701rf

**Position:** Home Support Worker

**Pay:** \$ TBD

**Location:** Saratoga

**Schedule:** Mon, Wed, Thurs & Friday 9:30am-2:30pm

**Duties:** To teach safety & awareness, social interactions and self help skills.

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**Qualifications:**

- Must have experience supporting individuals with Autism and other developmental disabilities.
- Must be responsible, caring, patient, and work as part of a team.
- Effective communication skills (oral & written) are required.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Have a high school diploma or GED
- Must pass background check

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**Program:** Supported Living  
**Position:** Home Support Worker  
**F/P Time:** Full Time  
**Hours:** Saturday 3pm-7pm  
**Pay:** TBA

**RFP#:** TC696rc  
**Dept:** 960  
**Location:** Campbell

**Duties:** To teach safety & awareness, social interactions and self help skills. The Home Support Worker provides individual support, problem solving, companionship, guidance, and assistance in everyday living to one or more persons with a diagnosis of Autism or other developmental disability. To provide support to a consumer at home and out in the community. Some homemaking and some help with personal hygiene). Specific types of support are based on the individual's needs, interests, and desires.

**Qualifications:**

- Team player Prior knowledge & experience supporting individuals with Autism are required.  
*Experience can be personal, as a volunteer, or work related*
- You must be responsible, respectful, patient, and possess effective communication skills,.
- A good driving record, valid drivers license, current auto insurance, reliable transportation and smart phone are required.
- A high school diploma or GED is required.
- Ability to handle physical aspects of job.
- Must pass a background check

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**Program:** Supported Living

**RFP#:** MS709bh

**Position:** Home Support Worker

**Dept:** 880

**F/P Time:** Relief

**Location:** San Jose

**Schedule:** Monday- Friday 8am -5pm

**Pay:** TBA

**Duties:**

- Provide individual support, problem solving, companionship, guidance and assistance in a everyday living to an individual diagnosis of Autism or other developmental disability.
- Responsibilities include assisting with some homemaking (cleaning & organization in the home), budgeting, driving the individual to appointments, errands, or to and from work.
- You may be required to prompt with personal hygiene/showering.
- You will also be required to assist the supported individual through seizure disorders.

**Qualifications:**

- Team player, who is caring, patient, and respectful.
- Effective communication skills (oral & written) are essential.
- Experience supporting individuals with Autism and an understanding of Autism is helpful/preferred, but not required; we will provide training.
- You must be patient, respectful and caring.
- Communication skills (oral and written) are essential.
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.
- Must pass a background check
- Ability to handle physical aspects of job
- A High School Diploma or GED

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