



**Supported Living**

**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**

# Supported Living

**Program:** Supported Living

**RFP#:** DH6649/7234ss

**Position:** Community/Home Support Worker

**Schedule for RFP 6649 Full Time:** Monday thru Friday, 3pm to 11pm.

**Schedule for RFP 7234 Part Time:** Friday 11pm –Saturday 11pm

**Schedule for RFP 7305 Part Time:** Saturday 11pm-Sunday 11pm

**Location:** Canoga Park

**Pay:** To be discussed at time of interview

**Duties:** The Community/Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to a young adult male with a diagnosis of Autism and other developmental disability. Support is provided in their home and in the community. You will have a willingness to be hands on in assisting the person being supported with cleaning, household tasks, recreational activities, and assist the person being supported with finding work opportunities (paid or unpaid (volunteer)) . You will be required to plan and participate in activities in the community and other surrounding communities and be open to new activities. The ideal candidate will also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:**

- Some experience in the Human Services field is required.
- High School diploma required; some college a plus.
- Personal or work experience with 12 step programs or with people in recovery is a plus. Any mentoring or Big Brother experience is a plus. A positive, can do attitude is required.
- You must have a willingness to bond, mentor, befriend, and be a role model.
- You will also be energetic, goal oriented, well organized, creative, and willing to assist in adding quality and structure to a person's life.
- You must be a team player, and open to new ideas and activities, such as, use of public transportation, billiards, movies, museums concerts, and other forms of entertainment.
- Must be knowledgeable of and able to utilize community resources to help the supported individual become independent and reach goals.
- Good communication skills and computer literacy are essential.
- A valid drivers license, reliable automobile, current auto insurance, & smart phone are required.

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

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

**RFP#:** EO7278/7277/7012ju

**Location:** Sherman Oaks

**RFP 7278:** 3<sup>rd</sup> weekend Friday's 5:00pm-10pm & Friday 10pm-Sunday 10pm

**RFP 7277:** 2<sup>nd</sup> & 4<sup>th</sup> Weekend 5pm 10pm & Friday 10pm –Sunday 10pm

**RFP 7012:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Weekend **(Relief)**

**Pay:** \$13.25 per hour

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to a female adult who also uses a wheelchair and has been diagnosed with Autism or other developmental disability. You must have experience in the human services field and be trained in lifting/transferring & supporting a person in and out of the wheelchair, including her car, the restroom, the shower, and in and out of her bed. You will also be required to assist her with all personal hygiene. Support is provided in her home and in the community. Responsibilities include some homemaking (cleaning, healthy meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. The ideal candidate will be thoughtful, caring and possess the desire to teach, model & assist with independent living skill development & acquisition. The person being supported loves to be outdoors, especially going to the various malls.

**Qualifications:**

- Prior knowledge and experience with developmental disabilities and seizure disorders highly preferred.
- Responsible, patient, reliable, possess good communication skills and work as part of a team.
- A valid Driver's 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 required

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

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

**RFP#:** JM7220/7336bs

**Location:** Los Angeles, CA

**RFP 7012:** 4<sup>th</sup> Weekend 11pm Friday -Sunday 11pm **(Relief)**

**RFP 7336:** 4<sup>TH</sup> Weekend 11pm Friday -Sunday 11pm

**Pay:** TBD

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to an adult male who has been diagnosed with Autism or other developmental disability. You must have experience in the human services field. You will also be required to assist him with all personal hygiene. Support is provided in his home and in the community. Responsibilities include some homemaking (cleaning, healthy meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. The ideal candidate will be thoughtful, caring and possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:**

- Prior knowledge and experience with developmental disabilities and seizure disorders highly preferred.
- Responsible, patient, reliable, possess good communication skills and work as part of a team.
- A valid Driver's 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 required

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

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

**RFP#:** GB7233sg

**Location:** Los Angeles 90025

**Schedule:** 8 hrs total 3pm-7pm

**Pay:** \$13.25

**General Description:** The Home Support Worker provides one-to-one support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in her home and the community who has a diagnosis of a development disability or similar special needs. The person being supported enjoys going to museums, listening to music and loves going to the beach.

**Job Duties:**

- Provide one-to-one support to an adult female individual in his home & community whom has a diagnosis of Autism and or other developmental disabilities
- Provide assistance with household duties such as meal preparation, grocery shopping, household cleaning, & laundry
- Teach and model independent living skills
- Promote independence, health, wellness, and quality of life
- Ensures a safe and clean living environment

**Qualifications:**

- Prior knowledge and experience supporting individuals with developmental disabilities preferred;
- Respectful, thoughtful, and patient
- Function as a member of a team
- High school diploma
- 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:** Supported Living  
**Position:** Home Support Worker

**RFP#:** ZB6538se

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

**Location:** Arcadia

**Schedule:** Thursday & Friday 4pm-10PM

**Pay:** To Be Discussed

**General Description:**

The individual being supported likes going to the park , watching TV and watching movies

**Duties:** The Community Home Support Worker provides support such as problem solving, companionship, guidance, and facilitating independence in all areas of daily living to a young adult female who has a diagnosis of Autism and is primarily non-verbal. This young woman is great at advocating for herself. She will need someone that can support her to get ready for bed, take her medications, make her breakfast and get her ready for her day in the morning. You will ensure and teach independent living skills, community safety & awareness, and self-help skills. You will provide consistent support and guidance in social environments and assist/prompt with grooming, hygiene and meal preparation. The young woman appreciates people that take the time to get to know her and understand and respect her for the person she is.

**Qualifications:**

- Prior knowledge & experience supporting individuals with Autism required.
- You will be a peer/mentor and portray a good role model.
- You will be patient, respectful, understanding, outgoing, and understand that communication is not just limited to speech.
- The person being supported has a great sense of humor. Good communication skills, computer literacy, and the ability to work as part of a team.
- Some college and computer literacy are a plus.
- Ability to handle physical aspects of job
- A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.

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

**Program:** Supported Living

**RFP#:** JP7274ms

**Position:** Home Support Worker

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

**Location:** Burbank

**Hours:** Tuesday-Friday 10am-2pm

**Pay:** \$13.25 per hour

**Duties:**

The Home Support Worker provides one-on-one support to a young adult female who have been diagnosed with Autism or other developmental disability. The support to be provided will consist of problem solving, companionship, guidance, and assistance in everyday living in the person's home & community. Responsibilities includes some cleaning and organization in the home & budgeting. A willingness to plan and participate in outdoor activities. You will enjoy watching movies and playing board games during the evening hours. The young woman appreciates people that take the time to get to know, understand, and respect her for the person she is.

**Qualifications:**

- Prior knowledge & experience supporting individuals with Autism required.
- You will be a peer/mentor and portray a good role model.
- You will be patient, respectful, & understanding. You will be outgoing since the person being supported enjoys outdoor, social activities.
- A high school diploma or GED equivalent is required.
- Must be knowledgeable of and able to utilize community resources to help the supported individual become independent and reach goals.
- You must be a team player, and open to new ideas.
- Good communication skills and computer literacy are essential.
- A valid Drivers License, reliable automobile, current auto insurance and a smart phone are required.
- Ability to handle physical aspects of job

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

**Program:** Supported Living

**RFP#:** ZB7302rf

**Position:** Community/Home Support Worker

**Schedule:** Monday- Friday 9am-2pm

**Location:** Winnetka

**Pay:** \$13.25

**Duties:** Prior knowledge and experience with developmental disabilities. Individuals must be responsible, reliable, strong communication skills, familiar with public transportation and ability to work as part of a team. Applicant must be able to assist with household maintenance (such as grocery shopping, meal preparation, household cleaning tasks, laundry, washing dishes, etc.) Individual must also possess the desire to teach model and assist with independent living skill development and acquisition. Must have 2 years experience with Schizophrenia.

**Qualifications:**

- Some experience in the Human Services field is required.
- High School diploma required.
- You must have a willingness to bond, mentor, befriend, and be a role model.
- You will also be energetic, goal oriented, well organized, creative, and willing to assist in adding quality and structure to a person's life.
- You must be a team player, and open to new ideas and activities, such as, use of public transportation, billiards, movies, museums concerts, and other forms of entertainment.
- Must be knowledgeable of and able to utilize community resources to help the supported individual become independent and reach goals.
- Good communication skills .
- A valid drivers license, reliable automobile, current auto insurance, & smart phone are required.

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



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

**RFP#:** DW7215/7328eb

**Location:** Sherman Oaks

**Schedule for RFP 7215 :** 4pm Friday – 10pm Saturday

**Schedule for RFP 7328 :** Relief as Needed

**Pay:** \$13.25

**General Description:** The Home Support Worker provides one-to-one support such as problem solving, companionship, guidance, and assistance in everyday living to an individual in his home and the community who has a diagnosis of a development disability or similar special needs.

**Job Duties:**

- Provide one-to-one support to an adult male individual in his home & community whom has a diagnosis of Autism and or other developmental disabilities
- Provide assistance with household duties such as meal preparation, grocery shopping, household cleaning, & laundry
- Teach and model independent living skills
- Promote independence, health, wellness, and quality of life
- Ensures a safe and clean living environment

**Qualifications:**

- Prior knowledge and experience supporting individuals with developmental disabilities preferred;
- Respectful, thoughtful, and patient
- Function as a member of a team
- 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:** Supported Living

**RFP#:** ZB7296vm

**Position:** Community/Home Support Worker

**Schedule :** Monday – Friday 4pm to 11pm

**Location:** Reseda

**Pay:** \$13.25

**Duties:** Prior knowledge and experience with developmental disabilities. Individuals must be responsible, reliable, strong communication skills, familiar with public transportation and ability to work as part of a team. Applicant must be able to assist with household maintenance (such as grocery shopping, meal preparation, household cleaning tasks, laundry, washing dishes, etc.) Individual must also possess the desire to teach model and assist with independent living skill development and acquisition.

**Qualifications:**

- High School diploma required.
- You must have a willingness to bond, mentor, befriend, and be a role model.
- You will also be energetic, goal oriented, well organized, creative, and willing to assist in adding quality and structure to a person's life.
- You must be a team player.
- Must be knowledgeable of and able to utilize community resources to help the supported individual become independent and reach goals.
- Good communication skills .
- A valid drivers license, reliable automobile, current auto insurance, & smart phone are required.

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

**Department:** Supported Living

**RFP#** DH/BE7329rt

**Position:** General Office Clerk/Direct Support Person

**F/P Time:** Part Time

**Location:** Mission Hills

**Hours:** Monday – Wednesday, 8:30a.m. – 4:30p.m.

**Pay:** \$13.25 per hour

**Responsibilities:**

As a Direct Support person, you will provide one-on-one intensive support to an individual. You will be job coaching the individual as he performs the duties of the General Office Clerk. Your job description requires you to teach, mentor, & coach this person as he performs clerical duties. With this, you will share responsibilities to provide administrative support to the HR Employment Department. You will perform a myriad of clerical duties, such as, making copies, sorting, distributing, scanning documents & assembling Welcome Kits & Personnel Jackets for all new hires. You will assist with Agency mailings and run errands periodically in the community.

**Qualifications:**

- 1 year experience providing 1:1 intensive support to individuals with developmental disabilities.
- 6 months to 1 year administrative/general office experience.
- Excellent organization & time management skills.
- Detailed oriented to support the individual in administrative duties.
- Ability to multi-task & meet deadlines.
- Ability to work in a team setting.
- Ability to maintain confidentiality.
- Knowledge & understanding of Microsoft applications; Word, Excel, & Power Point.
- Good driving record, valid driver's license, current auto insurance, & reliable auto are required.

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

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

**RFP#:** JM7333/7334/7335rd

**Location:** North Hills

**RFP 7333:** Monday, Tuesday & Wednesday 9am-10pm (39 hrs )

**RFP 7334:** Overnights Sunday- Thursday 10pm-9am

**RFP 7335:** 4<sup>th</sup> weekend Friday 10pm- Sunday 10pm

**Pay:** \$13.25 per hour

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to an individual that has been diagnosed with Autism or other developmental disability. Provided support in his home and in the community. Responsibilities include some homemaking (cleaning, healthy meal preparation, grocery shopping, and organization in the home); budgeting, negotiating skills and activities in the community. The ideal candidate will be thoughtful, caring and possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:**

- Prior knowledge and experience with developmental disabilities preferred.
- Responsible, patient, reliable, possess good communication skills and work as part of a team.
- A valid Driver's 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

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

**Program:** Supported Living

**RFP#:** VD7337ar

**Position:** Home Support Worker

**Location:** Chatsworth, CA

**Schedule :** 4<sup>th</sup> Weekend Friday 9pm-Sunday 9pm

**Pay:** \$13.25 per hour

**Duties:** The Home Support Worker provides individual support such as problem solving, companionship, guidance, and assistance in everyday living to an adult female with a diagnosis of a developmental disability or similar need. The person being supported has seizure disorders and is non-verbal, staff needs to be alert at all times. Support is provided in the home & in the community. The person being supported loves the outdoors, so you will take the person for walks, out for drives, and participate in community events. Other responsibilities include some homemaking (cleaning, meal preparation, grocery shopping, and organization in the home); budgeting, and activities in the community. Individual must also possess the desire to teach, model & assist with independent living skill development & acquisition.

**Qualifications:**

- Prior medical background, including knowledge and experience with seizure disorders is a plus.
- Prior knowledge and experience supporting individuals with developmental disabilities preferred;
- You will be responsible, patient, have an understanding of medications, communicate effectively, & be a team player.
- Since the person being supported loves the outdoors, you must enjoy outdoor activities.
- High School Diploma or GED required.
- Must pass a background check
- A valid Drivers 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