



JAYNOLAN
community services

HR BULLETIN

Job Opportunities For Northern California

**April 16, 2017
to
April 30, 2017**

www.jaynolan.org

**Email Resume to:
humanresources@jaynolan.org**

We are an ADA Compliant and Equal Opportunity Employer ¹

Program: Supported Living

RFP#: LC520/540mt

Position: Home Support Worker (2 positions)

Dept: 965

F/P Time: Part-time

Location: Santa Clara

Schedule for RFP 520: Tues., 2:30pm to 9pm & Sat., 8am to 5pm = (15.5 hours)

Schedule for RFP 540: Wed., & Thurs., 2:30pm to 9pm = (13.0 hours)

Pay: \$10.50 to \$11.00

Duties: Provide individual support, problem solving, companionship, guidance and assistance in activities in everyday living to an adult female 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. You may also be required to assist the supported individual through seizure disorders.

Qualifications:

- The ideal candidate is caring, patient, and able to work independently and respectfully in someone's home. All training will be provided.
- Experience with individuals with disabilities is a plus, but is not required.
- 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

Email resumes to: humanresources@jaynolan.org

Program: Supported Living

RFP#: LC460mt

Position: Live-in Attendant

Dept: 965

F/P Time: Full Time (5 O/N per week)

Location: Santa Clara

Schedules: Monday thru Friday, 10pm to 6am

Pay: To be discussed at time of interview, including rent.

Duties: Provide individual support, problem solving, companionship, guidance and assistance in activities in everyday living to an adult female 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. You may also be required to assist the supported individual through seizure disorders.

Qualifications:

- 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

Email resumes to: 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: To be discussed at time of interview

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

Email resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: JD579/583dl

Position: Home Support Worker

Dept #1020

F/P Time: part-time

Location: San Jose

Schedule for RFP 579: Mondays 8am-3pm

Schedule for RFP 583: Roommate: 9pm-8am Sunday-Thursday

Pay: \$10.50 - \$11.50 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

Email resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: MV537cj

Location: Santa Clara

Position: Home Support Worker

Dept: 890

RFP: 537: Part time (8.5 hours per week);
Tues., 5:30pm to 8:30pm & Saturdays, 9am to 2:30pm

Pay Range: \$11.00 - \$11.50 per hour

Duties: The position includes supporting a woman with multiple disabilities, who uses a wheelchair to be able to remain in her own home. The ideal candidate provides individual support, problem solving, companionship, guidance, and assistance in everyday living including going on walks in the community to enjoy sunshine and fresh air. You will have to lift/transfer the person (weighs 125 lbs) from bed to chair back to bed 2-3 times per day. You will also be required to roll the individual in her bed so that you can change undergarments, clothes, and bed sheets and provide her bed baths. Assistance with all personal hygiene, including skin care, dressing, and hair care will be required. Specific types of support are based on the individual's needs, interests, and desires. You will also be required to lift the person in and out of a wheelchair using a Hoyer lift (training will be provided).

Qualifications:

- The ideal candidate is caring, patient, and able to work independently and respectfully in someone's home.
- Experience with individuals with disabilities is a plus, but is not required.
- 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

Email resumes to: humanresources@jaynolan.org

Program: Supported Living

RFP#: LC546rc

Position: Home Support Worker

F/P Time: Full time

Schedule RFP 546 : Monday-Friday 4:00pm-10:00pm & Saturday and Sunday varies

Location: San Jose

Pay Range: \$11.00 per hour.

Duties:

- To teach safety & awareness, social interactions and self help skills.
- The Home Support Worker will provide support to an adult male with the diagnosis of Autism or other developmental disability.
- Problem solving, companionship, guidance, and assistance in everyday living.
- Provide support at his home and out in the community.
- Homemaking cleaning & organization of the home.
- Assisting this individual with personal hygiene/showering .
- Specific types of support are based on the individual's needs, interests, and desires.
- Knowledge of seizure disorder is preferred not required.

Qualifications:

- Team player, who is caring, patient, and respectful .
- Effective communication skills (oral & written) are essential.
- It is also helpful/preferred to have an understanding/knowledge of how to support a person through a seizure disorder. preferred.
- Must be responsible, patient, and able to communicate effectively (oral and written) and work as part of a team.
- 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

Email resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: JD550/508bh

Position: Home Support Worker

Pay: 11.00-11.50

Location: San Jose

Schedule RFP 550 : Thursdays 8:00am to 5:00pm Part-time

Schedule RFP 508 : Monday or Tuesday 8am -6pm Part-time

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 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

Email resume to: humanresources@jaynolan.org

Program: Supported Living **RFP#:** JD585/586KP
Position: Home Support Worker
F/P Time: Part Time **Location:** Palo Alto
Hours: **RFP 585:** Tuesday, Wednesday & Thursday 10am-3pm
RFP 586: Friday 10am-4pm
Pay: \$11.00 – \$11.50

Duties: Teach independent living, community safety & awareness, and self help skills. The ideal candidate will be required to assist the individual in the development of the following skills:

- Money Management: budgeting, bill paying, banking, etc.
- Food Management: handling, choices, diet, safety, & preparation.
- Personal hygiene: personal care, self care, appropriate dress, etc.
- Housekeeping: general cleaning, minor repairs, house safety, how to access help when needed, and how to find housing.
- Transportation: identifying generic resources, accessing various services, discount cards for services, learn routes to travel, safety when walking & biking.
- Emergency/Safety skills: learn what is an emergency, learn what to do in an emergency, house safety, and street safety.
- Social Skills: learn the differences in friendships, develop conversation skills, social expectations, making social plans, and how to find people with common interests.
- Community Resources: know your neighborhood, and learn how to access various services/resources in your community.

Qualifications: Seeking bright, dedicated, energetic, and caring individual with experience to support a young adult male with autism or other developmental disability. This position requires good interpersonal, communication & leadership skills. Computer knowledge and understanding of various software programs is required. It also requires a respectful and honest person with a great deal of integrity. You will be a peer/mentor and portray a good role model. You must also require an understanding of family and individual dynamics. The ideal candidate must be familiar with the supported individual's community resources & surrounding areas. A valid Drivers License, reliable auto, current auto insurance, & smart phone are required.

Email resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: LC566lp

Position: Home Support Worker

F/P Time: Full time

Schedule RFP 566 : Monday-Friday 10:00am-8:00am Roommate Position/ & Tuesday & Thursday evening 3:30pm -10pm

Location: San Jose

Pay Range: \$11.00 – \$11.55 per hour.

Duties:

- To teach safety & awareness, social interactions and self help skills.
- The Home Support Worker will provide support to an adult female with the diagnosis of Autism or other developmental disability.
- Problem solving, companionship, guidance, and assistance in everyday living.
- Provide support at her home and out in the community.
- Homemaking cleaning & organization of the home.
- Assisting this individual with personal hygiene/showering .
- Specific types of support are based on the individual's needs, interests, and desires.
- Knowledge of seizure disorder is preferred not required.

Qualifications:

- Team player, who is caring, patient, and respectful .
- Effective communication skills (oral & written) are essential.
- It is also helpful/preferred to have an understanding/knowledge of how to support a person through a seizure disorder. preferred.
- Must be responsible, patient, and able to communicate effectively (oral and written) and work as part of a team.
- 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

Email resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: JD572rf

Position: Home Support Worker

F/P Time: part-time

Location: Saratoga

Schedule : Thursday 9:30am -2:30pm

Pay: \$11.50 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.
- 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

Email resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: TC579/576/577/578/507mp

Position: Roommate/Live-in overnights

Dept: 930

Location: Santa Clara

RFP 579 Part time : Mondays 8am -3pm

RFP 576 Part Time : Tuesday-Friday 10am-7pm

RFP 577 Full Time : Monday-Friday 8:45pm-5:00am

RFP 578 Part Time: Sunday 9pm to 5am overnight

RFP 507 Part Time: Friday 8am – 2pm

Pay: \$TBD

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 during the overnight hours. 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.
- 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.
- 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

Contact: Email resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: MV582jd

Position: Home Support Worker

F/P Time: Full time (Roommate position)

Location: San Jose

Hours: Monday –Friday 10pm-6am

Pay: \$86.56 per night

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 an adult female who is legally blind and has been diagnosed with Autism or other developmental disability. To provide support to a consumer at her home and out in the community. Some homemaking and assistance with all self help skills and personal hygiene is required. Specific types of support are based on the individual's needs, interests, and desires; however, Julia needs vision assistance.

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. preferred.
- Must be responsible, patient, understanding, and able to communicate effectively (oral and written) and work as part of a team.
- Valid Drivers License, reliable vehicle, current auto insurance, & smart phone required.
- Must be able to pass a background check.
- A High School Diploma or GED .
- Must be able to handle the physical aspects of the job.

Contact: EMAIL resume to: humanresources@jaynolan.org

Program: Supported Living

RFP#: MV584cj

Position: Live-in Attendant (Roommate/overnights)

F/P Time: Full time

Location: San Jose

Schedules: Monday- Friday 10p-6am

Pay: \$10.50-\$11.50

Duties:

- Provide individual support, problem solving, companionship, guidance and assistance in activities in everyday living to an adult male with a 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.
- You will be required to look in on the person being supported and communicate effectively on a regular basis.
- Close supervision is required.

Qualifications:

- The ideal candidate is caring, patient, and able to work independently and respectfully in someone's home.
- Experience with individuals with disabilities is a plus, but is not required. All training will be provided.
- 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

Contact: Susan Harlan at (408) 293-5002, ext. 1
or Email resumes to: humanresources@jaynolan.org

Program: Supported Living **RFP#:** TC588hb
Position: Home Support Worker **Dept:** 811
F/P Time: Part time **Location:** San Jose

Schedule: Monday-Tuesday-Thursday & Friday 5pm to 9pm

Pay: \$11.00-\$11:50 per hr

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.
- 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.
- Must pass a background check
- Ability to handle physical aspects of job
- A High School Diploma or GED

Contact: Shayneea Francesconi (408) 293-5002 ext. 215 or
Email resume to: humanresources@jaynolan.org