



LOS ANGELES COUNTY

**9430 Topanga Canyon Blvd., Suite 200, Chatsworth, CA 91311
1406 Obispo Ave., Long Beach, CA 90804**

Updated: 10/25/11

| Posting Dates | Job Title | Brief Description | Qualifications | Contact |
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| 9/29/11-10/28/11 | Employment Specialist Part-time or Full-time | <p>Mon-Fri 30-32 hours/week Location: Long Beach</p> <p>Procures employment for individuals or small groups of individuals who have disabilities or are economically disadvantaged. Drafts contracts appropriate for participants. For contract work: Is responsible for contract development, performance monitoring and contract renegotiation (as needed). Works with Coordinator to evaluate the work site, determine feasibility, and perform task analyses. For direct hire groups: Is responsible for ensuring the group hiring process results in a team able to meet the work standard of the employer.</p> | <p>Bachelor's degree from a four-year college/university in related field preferred or equivalent combination of education and experience. Experience working with developmentally disabled and/or behaviorally-challenged adults desirable. Excellent organization, writing, and verbal communication skills required.</p> <p>Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB. Reliable personal vehicle required for use on the job.</p> | <p>Resume with Cover letter to:</p> <p>Maria Ortiz at maria.ortiz@pathpoint.org</p> |
| 10/24/11-11/30/11 | Direct Support Professional Program: Project Search Full-Time | <p>Mon – Fri 35 hours/week Schedule: 8:30am-3:30pm Location: Long Beach</p> <p>Provide supervision, individualized instruction, training, and intervention to adults with developmental disabilities in a worksite setting. To improve work skills and promote positive work behaviors. Writes progress reports as required. Acts as liaison between employer and Participants. Ensures that job tasks defined in the contract are completed with acceptable quality and speed.</p> | <p>High School diploma or equivalent required. Must have good writing, and reading skills with excellent attention to detail and the ability to multi-task; Computer skills required. Knowledge of disabilities and economic disadvantages desirable.</p> <p>Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB. Will be required to successfully complete First Aid/CPR training as well as pass the company drivers training.</p> | <p>Resume with Cover letter to:</p> <p>Maria Ortiz at maria.ortiz@pathpoint.org</p> |

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| 10/21/11-11/21/11 | <p>Direct Support Professional</p> <p>Program: Group Supported Employment (GSE)</p> <p>Part-Time</p> | <p>Mon-Fri 20 hours/week Location: Los Angeles</p> <p>May require working holidays.</p> <p>Supervise a group of individuals with developmental disabilities in a contract worksite setting.</p> | <p>HS diploma, GED or Bachelor's degree in related field. Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB.</p> <p>Previous work experience with individuals with disabilities/disadvantages preferred; good verbal / written communication skills</p> | <p>Resume with Cover letter to: Julio De La Cruz at Julio.delacruz@pathpoint.org</p> |
| 10/21/11-11/21/11 | <p>Direct Support Professional</p> <p>Program: Individual Supported Employment (ISE)</p> <p>Part-time</p> | <p>Schedule: 20 hours/week Location: Los Angeles May require working weekends, evenings and holidays;</p> <p>Supervise individuals with developmental disabilities in an ISE worksite. Must be flexible with work schedule as it changes according to the individual's work schedules.</p> | <p>HS diploma, GED or Bachelor's degree in related field. Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB.</p> <p>Previous work experience with individuals with disabilities/disadvantages preferred; good verbal / written communication skills</p> | <p>Resume with Cover letter to: Julio De La Cruz at Julio.delacruz@pathpoint.org</p> |
| 1 0/24/11-11/10/11 | <p>Direct Support Professional</p> <p>Program: ACCESS day program</p> <p>Full -time</p> | <p>Schedule: Mon-Fri 37.5 hours/week Location: Los Angeles</p> <p>Develops curriculum and/or instructs individuals with disabilities or disadvantages in the areas of employment skills, independent living skills, and social skills while supporting the individuals to become valued members of their community.</p> | <p>HS diploma, GED or Bachelor's degree in related field. Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB.</p> <p>Previous work experience with individuals with disabilities/disadvantages preferred; good verbal / written communication skills</p> | <p>Resume with Cover letter to: Randy Scott at Randy.scott@pathpoint.org</p> |
| 10/24/11-11/21/11 | <p>Direct Support Professional</p> <p>Program: ACCESS day program</p> <p>Part-time</p> | <p>Schedule: Mon-Fri 20 hours/week Location: Los Angeles</p> <p>Develops curriculum and/or instructs individuals with disabilities or disadvantages in the areas of employment skills, independent living skills, and social skills while supporting the individuals to become valued members of their community</p> | <p>HS diploma, GED or Bachelor's degree in related field. Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB.</p> <p>Previous work experience with individuals with disabilities/disadvantages preferred; good verbal / written communication skills</p> | <p>Resume with Cover letter to: Randy Scott at Randy.scott@pathpoint.org</p> |

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| 10/24/11-11/30/11 | <p>Program Coordinator/Support Plan Coordinator</p> <p>Programs: Employment Services: Individual Supported Employment (ISE) and Project Search</p> | <p>Schedule: 40 hours/week, exempt May require working evenings, weekends and holidays.</p> <p>Location: Long Beach</p> <p>Maintains the goals of the Employment Services Department in Long Beach. Supervises and coordinates activities of employees by performing the following duties: Determines work procedures, work schedules, and expedites workflow, including coverage during staff absences. Studies and standardizes procedures to improve efficiency of subordinates. Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Remains informed of and oversees the day-to-day operations of Employment Services. May perform outreach services in an effort to recruit new individuals into PathPoint. Establishes and maintains working files for each person served. Completes and submits all documentation required for permanent files. Ensures authorizations are up-to-date. Processes service changes and transfers. Assists Participants in establishing goals, expressing preferences, and resolving problems. Acts as a resource to staff with regard to handling Participant concerns. Develops Individual Service Plans (ISP's) or other service plans as necessary. Develops and writes service agreements and behavioral contracts. Updates plans as needed.</p> | <p>Bachelor's degree from a four-year college/university in related field preferred or equivalent combination of education and experience. Experience working with developmentally disabled and/or behaviorally-challenged adults desirable. Excellent organization, writing, and verbal communication skills required.</p> <p>Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB. Reliable personal vehicle required for use on the job.</p> | <p>Resume with Cover letter to:</p> <p>Maria Ortiz at maria.ortiz@pathpoint.org</p> |
| 10/25/11-11/30/11 | <p>Direct Support Professional</p> <p>Program: Community Independent Living Program (CILP)</p> <p>Part-time</p> | <p>Schedule: Fri 4pm-11pm & Sun 4pm-11pm</p> <p>Location: Los Angeles</p> <p>Teaches independent living skills to adults with developmental disabilities in an apartment setting. Using PathPoint curriculum, provides instruction in a wide range of independent living and self-help skills including, but not limited to apartment cleanliness, emergency preparedness, shopping, hygiene, social skills, paying bills, laundry, cooking. Provides direct support including establishing goals, expressing preferences, and resolving problems. Helps participants schedule medical appointments and maintain medical records, etc.</p> | <p>HS diploma, GED or Bachelor's degree in related field.</p> <p>Valid CA DL; clean DMV record; must pass criminal record clearance; must pass physical/TB.</p> <p>Previous work experience with individuals with disabilities/disadvantages preferred; good verbal / written communication skills</p> | <p>Resume with Cover letter to:</p> <p>Maria Ortiz at maria.ortiz@pathpoint.org</p> |