



JOB ANNOUNCEMENT

Position Available: Program Specialist (for a Behavior Management Program)

Department: Vocational and Leisure Services

Our Mission at the Janet Pomeroy Center is to provide recreation, educational, and vocational opportunities for people with disabilities that encourage self-expression, promote personal achievement, and lead to greater independence. We have been providing these services for persons with disabilities from all age groups since 1952, and are located on a 5 1/2 acre campus adjacent to Lake Merced in San Francisco.

Other programs for individuals with disabilities in our organization focus on recreation and leisure services, vocational services, community reentry from acquired traumatic brain injury, and theatre. Our facility also includes an adaptive computer lab, therapeutic pool for our participants (also open to the public), gym, playground, gardens, cafeteria, and theater.

Summary:

Under the supervision of the Vocational & Leisure Services Program Supervisor, the Program Specialist provides primarily community based support for individuals with disabilities participating in the Behavior Management Program. The program allows access to community based vocational, educational, recreational, and social opportunities, based on individual needs and interests. The Program Specialist is responsible for training and supporting service recipients in learning the necessary skills to work and gain a meaningful social life independently. The ratio is one employee to each three consumers.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Program Planning/ Activity Leadership

- Implements program design and coordination of activities in Behavior Management program based on direction provided by Vocational & Leisure Services Supervisor (with additional input provided by Behavior Consultant and the Director of Vocational and Rehabilitation Services)
- Train individuals in skills necessary to perform different roles in the community including (but not limited to): behavior management, vocational, social/interpersonal, educational, recreational; travel safety; money management; etc.
- Understand and consistently apply basic behavior management principles
- Plan, schedule, implement, and modify activities for individuals served through the use of person-centered planning techniques to ensure effective service delivery
- Develops and modifies Individual Service and Behavior Plans for those served; presents and

attends annual reviews, case management, and case conference meetings with family members, care-providers, referral source and support team

- Evaluate individual progress and obstacles on an ongoing basis; identify individual goals with the consumer and facilitate strategies to meet goals
- Use appropriate learning strategies and identify/implement necessary accommodations
- Provide opportunities for and encourages participant choice and decision-making
- Shows enthusiasm and confidence with consumers, provides a positive role model for the consumer in all situations and treat with respect and dignity
- Complete a Task Analysis of training site and productivity evaluations for consumers
Conduct time studies to measure Working Consumer's productivity level;
- Ensures consumer's job performance meets host employer's standards

Participant Supervision/ Safety

- Oversees participants and is responsible for maintaining and responding to participant safety and well-being at all times
 - Asks for help as needed (Staff should not perform any duty that put clients or personal safety at risk.)
- Maintains safe work environment; including correcting unsafe conditions, safe use of equipment and applying CPR, First Aid, and ProAct as needed
- Follows mandatory procedures in reporting client incident or injury to Supervisor, Social Services (within 24 hour), and/or Human Resources

Administrative/Professional Work Responsibilities

- Assists Program Supervisor with day-to-day operations with ISP's, case conferences
- Maintain all consumer and related files and records, client attendance, reporting and documentation for funding agency with current standards
- Assist in the development of proposals for contract work for consumers with disabilities.
- Participates in safety and supervisory meetings as agreed upon with Program Supervisor.
- Responsible for distributing general fund and activity money and bookkeeping for all client and departmental accounts.
- Applies client grievance disciplinary procedures uniformly as needed
- Complete special projects; coordinate department projects and special events as assigned by Department Supervisor
- Serves as person in charge in the absence of the Program Supervisor, to assist with (including, but not limited to): hiring, training, supervising and evaluating staff, interns and volunteers); coordinating weekly and daily staffing schedules based on safety and staff to client ratios; attending meetings; attending enrollment interviews, ISP's and case conferences, attending employment interviews; providing input on budget preparation and implementation; and general program supervision

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

Education and/or Experience:

- BA or BS Degree in Psychology, Social Work, Vocational Rehabilitation, or closely-related field from four-year college or university

- Minimum two years related experience and/or training in planning, coordinating, and evaluating diversified activities for adults with disabilities and behavioral challenges preferred; or equivalent combination of education and experience

Status: Temporary, Part-time, as needed. Non-exempt.

Hours: Approximately 21 hours per week

Hourly Rate: \$12.89 to \$14.11 per hour, dependent upon education and experience and internal consistency

Benefits: We offer a very generous benefits plan for employees.

- Rewards for outstanding performance, service, teamwork, and length of service
- Commuter Benefits up to \$130.00 per month pre-tax if working more than 10 hours per week

To Apply:

Email preferred. Please submit resume and cover letter via email to Human Resources:

jobs@janetpomeroy.org

Fax: 415-665-7543

You may also mail to:

The Janet Pomeroy Center

Attn: Human Resources

207 Skyline Blvd.

San Francisco, CA

94132

For more information visit our website: <http://www.janetpomeroy.org>

The Janet Pomeroy Center is an Equal Opportunity Employer.