



Rehabilitation Industries, Inc.

12432 Foothill Blvd. Sylmar, CA 91342



NOW HIRING FOR:

- Floor Supervisor/Instructor
- Supported Employment Program Job Developer
- ILS Program Manager
- Behavior Management Support Staff

(Click on Flyers below to Apply)



Rehabilitation Industries, Inc.

Now **HIRING**

Floor Supervisor/Instructor

Floor Supervisors/Instructors are responsible for the day-to-day workflow in the workshop. They devise methods of training to enable consumers with disabilities to complete their production tasks and increase their skill in assembly and packaging. The position is also responsible for consumer instruction, production schedules, safety, and quality control.

Job Description:

- The Floor Supervisor/Instructor is responsible for consumer instruction, production schedules, safety, and quality control
- Instruct participants in packaging, assembly and other production skills
- Utilizes works simplification methods and develops jigs and fixtures for effective production performance
- Evaluates individual participant's progress
- Records consumer work assignments and accurately records productivity on a daily basis
- Attends weekly staff meetings with counselors to review progress of consumers
- Responsible for cleanliness and safe working conditions and behavior in his/her assigned area(s)
- Responsible for accuracy of time studies on assigned jobs
- Responsible for accuracy of quantities shipped on assigned jobs
- Responsible for providing Production Manager with daily job status reports
- Responsible for accuracy of consumer productivity consisting of individual piece counts
- Utilizes behavior management system to reward positive work behavior
- Other related duties as assigned by Production Manager and Director of Operations
- Additional specific duties as per attached introduction

Minimum Qualifications:

- Two (2) years production experience including supervision or lead person experience
- High School Graduate preferred
- Bilingual (Spanish) desirable
- Ability to operate a forklift and able to move at least 50 pounds
- Must have current First Aid and CPR Certificate and must have PRO-ACT Training and certification
- Must have current California Drivers License with clean DMV record and adequate automobile with insurance
- Must submit to a Department of Justice Criminal background check and have a clean record

Salary Range: \$10 to \$14 Per Hour

Please **FAX** resume and cover letter to **Isabel Boniface, HR Director** at:

818-365-2850

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www.buildindustries.com



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Now **HIRING**

Supported Employment Program Job Developer

This position is responsible for providing job development and placement services to developmentally disabled participants of the Supported Employment Program. Such employment services include vocational counseling, pre-employment planning and preparation, labor market evaluation, assessment of participant's work potential, and job matching with competitive employers applicable to participant's wants and needs. Trains, evaluates and supervises individuals in community employment as needed.

Duties & Responsibilities

- Provides for consumers' transportation training to job site.
- Responsible for the placement of at least two (2) program participants per month.
- Completes Work Opportunity Tax Credit (WOTC) paperwork for the employer, as applicable.
- Maintains a daily contact report identifying employers' contacted results of contacts, and follow-up dates.
- Intervenes with employer and consumer as necessary to ensure the long-term success of the individual placed including conflict resolution, advocacy for promotion and overall satisfaction of the person served.
- Implements pre-employment classes for consumers identified as potential supported employment participants.
- Implements employment plans for consumers awaiting placement observing established timelines and target dates.
- Contacts employers and develops group (enclave) and individual sites for the employment of consumers seeking placement.
- Completes appropriate Department of Rehabilitation Notice of Placements as well as agency required forms prior to consumer start date.
- Trains individual placed, on basic employer requirements, including reporting procedures, hours, rate of pay, employer's expectations, rules, benefits, etc.
- Assess employment offers and opportunities using Build Work-Site Assessments to determine appropriateness of placement and assure quality job match.
- Coordinates consumer start dates with Department Manager and employers to ensure smooth transition of consumer to job site and that adequate support/staffing is in place.
- Assesses consumers referred to the supported employment program and develops employment plans with the individuals based on referral data and consumer's expressed desires.

Minimum Qualifications

- Ideal candidate will be familiar with the Disabled population
- Shall have a High School or GED Diploma
- At least two (2) years experience in marketing, sales, supervision
- Must have CPR & First Aid Certification
- Must submit to Department of Justice Criminal Background check and have a clean record.
- Must have current California Drivers License with clean DMV record and adequate automobile with insurance.

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Now **HIRING**

ILS Program Manager

The Independent Living Skills (ILS) Program Manager is responsible for the planning, developing, implementing, and evaluating the activities and projects necessary for the development, expansion and maintenance of Build Rehabilitation Independent Living Skills Program. He/She shall carry out these responsibilities directly or by delegation to the program staff.

Job Description:

- Monitors program development and evaluate progress toward expected outcomes.
- Establishes ongoing communication and community contact with regional center personnel and regulatory bodies.
- Screens and assess potential consumers for admission to the program.
- Acts as case responsible person in completion and administration of ILS assessments.
- Conducts ongoing updates and maintenance on consumer and program department files.
- Develops and coordinates the implementation of consumers' Individual Service Plans (ISP) and directs the completion of quarterly review of consumers' progress towards goals and objectives.
- Develops and maintains a computerized system of records and reports for effective evaluation; reporting activities; program reports; and scheduling.
- Conducts all necessary procedures towards the completion of Quality Assurance site checks; Bi-Annual Program Evaluations, client Satisfaction Surveys and all other necessary documents.
- Monitors the completion of all progress reports and submits reports to appropriate referral and funding agencies.
- Provides site monitoring of ILS trainers and consumer paperwork and distributes paperwork observing established guidelines.
- Prepares and submits billing invoices.
- Acts as liaison with outside agencies, persons, and institutions related to the program.
- Oversees the monthly Self Advocacy meetings.
- Trains and schedules Independent Living Skills Trainers and ILS Case Manager(s)

Minimum Qualifications:


Shall have a Bachelor's Degree with two years experience in management of Human Service programs or five years progressive responsibility in the administration of programs for individuals with developmental disabilities or other human service delivery systems, including at least two years in a management/supervisory position. Experience in the administration of Independent Living Skills is desired. Must have current California Drivers License with clean record and adequate automobile with insurance. Must submit to a Department of Justice criminal background check and have a clean record.

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Now **HIRING**

Behavior Management Support Staff

The Behavior Management Support Staff (P.S.S.) is responsible for the training, teaching and evaluation of individuals with developmental disabilities in behavior management day program in community and classroom based environments. The P.S.S. is responsible for the implementation of the Individual Service Plan and the direct instruction and supervision of the behavior management training components in accordance with program curriculum. The P.S.S. is responsible for work and activities set up, supervision, and necessary reporting documents, including time sheets, behavioral tracking, activities log, piece counts and daily notes.

Responsibilities:

- Implements direct service and training of Behavior Management Program components based on functional behavioral assessment and Individual Service Plan utilizing program curriculum
- Assesses and tracks program participants' behaviors through communication and observation to assist in the implementation and adaptation of services provided
- Trains and teaches individuals in all functions necessary for the attainment of their goals and expected outcomes, including but not limited to, basic skills, employee development, advocacy, empowerment, and daily living skills
- Creates and implements classroom activities based on approved curriculum
- Evaluates efficiency of individual in skills training, behavioral control, community activities and documents progress towards expected outcome
- Completes all paperwork including daily notes, behavioral tracking and incident reports necessary for the accountability of assigned work
- Coordinates off-site problems with Behavior Management Program Manager
- Advocates for the consumer's inclusion into the community and assists the individual served in developing natural supports and resources
- Maintains a system of reports for effective consumer evaluation
- Trains and assists the individual in accessing community resources and activities
- Assists persons served with particular aspects of daily living, including toileting, feeding and dressing, as needed
- Integrates principles of PRO-ACT de-escalation techniques into intervention method, when necessary, but not limited to crisis communication, evasion and restraint
- Other related duties as assigned

Minimum Qualifications:

- Shall have a minimum of a High School Diploma
- Must have First Aid and CPR Certificate
- Must have two years supervisory or teaching/training experience
- Must have adequate automobile with insurance
- The ideal candidate will be familiar with the developmentally disabled population and have experience in behavior management program
- Must obtain Department of Justice Criminal Background and Medical Clearance

Salary Range: \$10 to \$13 Per Hour

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