



VENTURA COUNTY
1463 E. Los Angeles Ave.
Simi Valley, CA 93065

Updated: 6/16/10

Posting Dates	Job Title	Brief Description	Qualifications	Contact
5/17/10 – until filled	Employment Specialist – Individual and Direct Placement	<p>Mon-Fri Full-Time 40 hrs/wk</p> <p>Secures placements for individuals referred by the Department of Rehabilitation. Secures sites for external situational assessments as needed.</p> <p>Performs pre-employment counseling with participants to establish vocational goals, timelines, and responsibilities. Responsible for setting-up and maintaining a placement file for every participant authorized for pre-placement. Completes and submits a Pre-Placement Report for each participant on a roster monthly.</p> <p>Assists the participant with résumé preparation, cover letters, and job applications.</p> <p>Contacts local employers, arranges interviews, and accompanies the participant to interviews as requested.</p> <p>Consults with the Program Coordinator for DSP-Job Coach matching and the level of intervention required.</p>	<p>Bachelor's degree from a four-yr college/university in Marketing, Communications, Business or related field. Excellent organization, writing, and verbal communication skills required. Must have excellent public relations skills. Requires outside sales experience. Knowledge of disabilities and economic disadvantages desirable. Must have computer skills sufficient to compose letters and contracts, track commissions, and use email.</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 style="text-align: center;">Judy Alis Judy.alis@pathpoint.org</p>
5/24/10 – until filled	<p>Direct Support Professional – PT or FT</p> <p>Program: Individual Supported Employment</p>	<p>Mon-Fri Part-Time or Full-Time 20-40 hrs/wk, may req. working weekends, evenings and holidays;</p> <p>Supervise an individual with developmental disabilities in an ISE worksite. Must be flexible with work schedule as it changes according to the individual's work schedule.</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 style="text-align: center;">Judy Alis Judy.alis@pathpoint.org</p>

<p>6/16/10 – until filled</p>	<p>Direct Support Professional – PT</p> <p>Program: Group Supported Employment</p>	<p>Mon-Fri Part-time 20 hrs/wk 1:00pm – 5:00pm may req. working holidays; Supervise a group of adults with developmental disabilities in a worksite.</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>Judy Alis Judy.alis@pathpoint.org</p>
<p>6/16/10 - 6/25/10</p>	<p>Direct Support Professional – PT</p> <p>Program: Day Program (LSP)</p>	<p>Mon-Fri Part-time 30 hrs/wk 10am- 4pm</p> <p>Supervise a group of adults with developmental disabilities in a day program.</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>Judy Alis Judy.alis@pathpoint.org</p>
<p>6/16/10 - 6/25/10</p>	<p>Direct Support Professional - FT</p> <p>Program: Day Program (LSP)</p>	<p>Mon-Fri Full-time 35 hrs/wk 8:30am – 3:30pm</p> <p>One-to-One supervision of a specific individual in day programs.</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>Judy Alis Judy.alis@pathpoint.org</p>