



TAFT COLLEGE

Direct Support Coordinator

Priority Application Deadline Extended: March 30, 2022, open until filled

Anticipated Start Date: April 15, 2022

DEFINITION

Under general supervision, assist the Direct Support Facilitator with implementation and development of the functional component of the Transition to Independent Living (TIL) program including behavioral support. Perform related duties as required.

The primary function of the Direct Support Coordinator is to assist the Direct Support Facilitator with implementation of the functional aspect of the Transition to Independent Living (TIL) program. Employees in this class provide supplemental educational and life skills assistance to students under the direction of an instructor; may assist instruction in classroom setup and maintenance of facilities, supplies and recordkeeping; accompany students on community excursions, to medical appointments, job sites, leisure activities and other off campus locations to help students become integrated into society.

REPRESENTATIVE DUTIES

The following duties are typical of those performed by employees in this class, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.

- Assist in the implementation and development of the functional component of the Transition to Independent Living Program.
- Assist students and staff in modifying objectives specific to the individual needs of students.
- Assist student with planning and implementation of functional objectives.
- Assist staff with the development of various materials associated with behavioral support.
- Complete initial assessment and periodic evaluation (grades) of students.
- Assist with reviewing grades of other staff as needed.
- Serve as a resource for students; referring to appropriate campus resources. (Counselor, DSPS, etc)
- Support students in community and campus membership.
 - May include: serving as health and wellness coach (workout buddy, mobility training, etc...), serving as a coal coach (attending social activities with students); Models appropriate social behavior.
- Support students in academically (assist with time management, accessing tutoring services, etc).
 - May include assistance and support with any outside class work; support students in completing assignments (not for them with them)
- Assist and trains students in the maintenance and care of equipment and facilities.
- Assist students in developing self-advocacy skills: communication with peers, instructors, managers, etc.
- Assist students in acquiring personal finance skills (budgeting, banking, check writing, paying bills.)
- Responsible for the safety and welfare of students assigned to the program.
- Use electronic records management software to maintain accurate student records including attendance.
- Assists students with taking medications on schedule and in appropriate dosages.
- Assist students in scheduling regular healthcare appointments.
- When needed, accompany students to medical/dental appointments.
- Assist students with medical insurance paperwork.
- Report emergencies, following established procedures.

- Review and maintain medical assistance records
- Document and report special incidents to appropriate agencies and staff.
- Administer First Aid and CPR, if necessary.
- Report abuse/harassment to appropriate agencies/staff.
- Reporting special incidents to appropriate agencies/staff.
- Assist with the minor repair and maintenance of office equipment in the TIL Residence Hall. Report emergencies following established processes and procedures.
- Transport students, as assigned.
- Facilitate student activities on weekends/evenings and/or Taft College vacation days, as assigned.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

- Associate degree or equivalent OR;
- High school diploma or equivalent plus two years of experience working with adults with intellectual and developmental disabilities.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.
- Demonstrate competency in use of technology for documentation purposes.

SPECIAL LICENSES/CERTIFICATIONS

- Valid California driver license.
- Obtain Certificate or degree in Disability Studies or related field (if not possessed).

DESIRED QUALIFICATIONS

- 1 year of experience working with adults with intellectual and development disabilities 1 year of experience using Microsoft Word and Microsoft Excel.
- 1 year experience with programs that support people with intellectual and developmental disabilities, i.e.Social Security, Medi-Cal, and Regional Center.
- Ability to obtain a Class C with Passenger Endorsement within 6 months of employment. First Aid and CPR certifications.

REQUIRED DOCUMENTS IN ADDITION TO APPLICATION

1. Resume.
2. Cover Letter.

COMPENSATION

The salary range for the position is a Range 13 on the Classified Salary Schedule with a range of \$17.87- \$23.84 per hour. This is a part-time, 11-month position.

WORKING CONDITIONS

Assignments are typically 19 hours per week and 11 months per year. May be assigned off or on campus. Work may be indoors or outdoors to meet the students and college schedule. May require extra hours to be worked which may include evening or weekend hours throughout the year. Work schedule may vary to include days, evenings or weekends and may include assigned overtime. Will be required to follow proper safety precautions and college safety procedures. During scheduled student or college breaks, may be assigned other duties or assignments for the college. May involve travel, to include field trips with students, assisting students with appointments, attending workshops, training or meetings.

ENVIRONMENT

The Transition to Independent Living program is a post-secondary educational experience for intellectually and developmentally disabled adults staffed 24 hours per day, seven days a week and may be closed during college academic breaks. Instruction is offered in meal preparation, money management, shopping and housekeeping, use of appliances, safety, communication, transportation, personal care, advocacy, and interpersonal relationships, and other areas. The program is primarily on the Taft College campus.

SUPERVISION

Supervision is received from the TIL Direct Support Facilitator and TIL Program Director. May take or give work directions on projects as assigned. This position has no supervisory duties.

EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity. The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities, and people with disabilities are encouraged to apply. This employer participates in E-Verify.