



**TAFT COLLEGE**

WEST KERN COMMUNITY COLLEGE DISTRICT

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Classified Employment Opportunity

Application Deadline: Friday, January 5, 2018 @ 4:00 p.m.

### *Transition to Independent Living Program (TIL) Wellness Support Instructional Aide*

Classified Salary Schedule Range 13 ~\$2,853.00 - \$3,642.00 per month in six steps. District-provided health and welfare benefits, valued at \$19,530.96 per year for 2017-18, include medical, dental and vision for the employee and dependents, and life insurance for the employee.

**DISCLAIMER:** *This position is categorically funded and continued employment is contingent on adequate availability of funds.*

#### GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 61 full-time faculty, 78 adjunct faculty, 138 classified staff, 24 classified administrators and 7 certificated administrators.

#### DEFINITION

Under direct supervision, provide daily wellness and instructional support to the TIL students as an essential duty and responsibility of this position. Daily attendance, observation, communication and in-person contact and assisting students with instructional, medical, dental and health related needs is required.

#### Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

**Application materials are available in the HR Department, and on our website under Jobs and EdJoin.**

**Website:**

[www.taftcollege.edu](http://www.taftcollege.edu)

[www.edjoin.org](http://www.edjoin.org)

**Human Resources Department**

**Hours:**

Monday - Friday

8:00 a.m. - 4:30 p.m.

## **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.*

*Please refer to the Taft College website to view the complete position job description. The following duties are typical of those performed by employees in the classification, however, employees may perform other related duties not listed and not all duties listed are necessarily performed by each employee.*

Assist students participating in programs on and off campus setting.

Observe and evaluate student's progress.

Supervise students assigned to the program.

Maintain appropriate records.

Responsible for maintenance.

Keep accurate attendance records.

Responsible for the safety and welfare of students assigned to the program.

Implement independent living curriculum in small group settings.

As directed, assists students with taking medications on schedule and in appropriate dosages. In addition, implement knowledge to students as to why and what medications they take so they will be able to order their medications independently.

Accompanies students to medical/dental appointments. In addition, implement knowledge to students on how to make their own medical appointments.

Assist students with insurance paperwork. Facilitate students learning how to complete insurance paperwork on their own.

Administer First Aid and CPR, if necessary.

Report emergencies following established processes and procedures.

Review and maintain medical assistance records.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

**Education & Experience:** Associate degree or equivalent. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

## **DESIRABLE QUALIFICATIONS**

Pharmacy Technician, Medical Office Assistant or additional medical certifications.

Ability to develop rapport with students having intellectual and developmental disabilities.

Ability to and willingness to assist students and promote good relationships.

Ability to demonstrate fairness and patience in the performance of duties.

Ability to use tact and good judgment regarding interactions with students.

## **SPECIAL LICENSES/CERTIFICATIONS**

Valid California driver license.

Ability to obtain a Class B license within 6 months of employment.

First Aid and CPR certifications.

## **PHYSICAL REQUIREMENTS**

1. Ability to work at a desk, a conference table, or in meetings of various configurations.
2. Ability to stand and circulate for extended periods of time.
3. Ability to see for purposes of reading laws, codes, rules and policies, other printed matter and observing students.
4. Ability to hear and understand speech at normal levels.
5. Ability to communicate so others will be able to clearly understand a normal conversation.
6. Ability to lift and carry 50 pounds.
7. Ability to reach in all directions.

*Reasonable accommodations will be made for candidates and employees with physical disabilities.*

## **PAY RANGE**

Range 13 on the Classified Employees Salary Schedule/ Non-Exempt.

## **SUPERVISION**

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

## **WORKING CONDITIONS**

Assignments are typically 40 hours per week and 12 months per year. May be assigned to a specific residence hall. Work may be indoors or outdoors to meet the students and college schedule. 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 require extra hours to be worked which may include evening or weekend hours throughout the year. May involve travel, to include field trips with students, assisting students with appointments, attending workshops, training or meetings.

## **CONDITIONS OF EMPLOYMENT**

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Taft College reserves the right to modify or rescind this job announcement at any time.

## **APPLICATION PROCEDURE**

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District classified application or Edjoin online classified application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.

Application forms may be obtained from [www.taftcollege.edu](http://www.taftcollege.edu).

Paper applications need to be hand delivered or mailed to: Taft College Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tjobs@taftcollege.edu](mailto:tjobs@taftcollege.edu)

Classified online application submission: [www.edjoin.org](http://www.edjoin.org)

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

### **APPLICATION DEADLINE**

**Application materials must be in the Human Resources Department no later than 4:00 p.m. on Friday, January 5, 2018.** It is the applicant's responsibility to ensure that all application materials are received. Application materials must be mailed, hand delivered, or e-mailed. Emails must be followed by original documents. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

### **INTERVIEW**

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

### **MISSION STATEMENT**

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

*Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.*