



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: 4:00 p.m. on Thursday, November 1, 2018

# Life Skills Aide

## Transition to Independent Living Program (TIL)

### DEFINITION

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

### REPRESENTATIVE DUTIES

*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 in the implementation and development of the functional component of the Transition to Independent Living Program.
- Assist in the modifying objectives specific to the individual needs of students with developmental disabilities.
- Assist with planning and implementation of functional objectives.
- Assist with the development of various materials associated with behavioral support.
- Observe and participate in the evaluation of program participants.
- Assist and train students in the maintenance and care of equipment and facilities.
- Responsible for the safety and welfare of students assigned to the program.
- Maintain accurate student records including attendance, ongoing documentation and special incident reporting.
- As directed, assist students with taking medications on schedule and in appropriate dosages.
- Administer First Aid and CPR, if necessary.
- Assist with the minor repair and maintenance of office equipment in the TIL Residence Hall and/or off campus housing.
- Report emergencies following established processes and procedures.
- Transport students, as assigned.
- Facilitate student activities on Taft College holidays, as assigned.
- Perform related duties as assigned.

### 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, on our website under Jobs and EdJoin.**

**Website:**

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

**Human Resources Department**

**Hours:**

Monday-Friday

7:30 a.m. - 4:30 p.m.

## **MINIMUM QUALIFICATIONS**

**Education & Experience:** Associate degree or equivalent. In the absence of an Associate degree or the equivalent, a high school diploma or equivalent plus two years of experience working with adults with intellectual and developmental disabilities. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic background of community college students.

## **SPECIAL LICENSES/CERTIFICATIONS**

Valid California driver license.

Ability to obtain a Class C with Passenger Endorsement within 6 months of employment.

First Aid and CPR certifications.

## **DESIRABLE QUALIFICATIONS**

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.

Experience using Microsoft Word and Microsoft Excel.

Familiarity with programs that support people with intellectual and developmental disabilities, i.e. Social Security, Medi-Cal, and Regional Center.

Completion of certificate or degree in Disability Studies or related field.

## **PAY RANGE**

Classified Salary Schedule Range 13 ~ \$16.91-\$21.58 per hour.

*This position is on an as needed basis.*

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

## **APPLICATION PROCEDURE**

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

1. A completed West Kern Community College District 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).

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

**Send all application materials to:** Taft College  
Human Resources Department  
29 Cougar Court  
Taft, CA 93268  
Telephone: 661-763-7805  
Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

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 Thursday, November 1, 2018 at 4:00 p.m.** 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 materials that are complete at that time will be forwarded to the screening committee. Incomplete application materials 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.

## **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.

## **ABOUT TAFT COLLEGE**

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, 27 adjunct faculty, 126 classified staff, 24 classified administrators and 4 certificated administrators.

## **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.*