DESIGNATED EXCEPTIONAL SERVICES FOR INDEPENDENCE
3526 W. BEVERLY BLVD. MONTEBELLO, CA 90640

Position Title: Community Educator (Part or Full-Time Position)

Description: Under the general direction of the Case Manager, assists in coordinating and planning schedules of daily activities to facilitate learning experiences. Serves as an additional liaison with the consumer's family and other agencies.

Qualifications: High school graduate. Ability to communicate effectively written and orally. Experience in providing community based direct services for individuals with disabilities. Ability to work independently without direct supervision and the ability to creatively develop an individual program of services to meet consumer needs.
** Must have valid CA driver's license, automobile insurance, recent DMV print-out with good driving record, and a reliable and safe vehicle. Ability to obtain fingerprint/abuse index clearance. TB clearance will be needed. Criminal record and clearance fingerprinting.

Responsibilities: Independently implement programs under the direction of the Case Manager.
Conduct daily activities to assist the development of skills consistent with consumer goals and objectives. Assist in planning and preparing weekly activities providing experiences according to goals and objectives. Maintain all assigned documentation and data regarding consumers' progress. Provide personal care for consumers which may include grooming, feeding, and toileting. Ensure that the consumers' individual objectives be reviewed and monitored at least once per week to effectively coordinate the necessary services. Communicate with other Case Managers to assure that adequate coverage is provided for assigned consumers. Weekly schedules to be developed within the prescribed timelines with the Case Managers for the assigned consumer.

Work Hours: Work hours are scheduled to meet the individual support needs of the service recipient. Work hours not to exceed the scheduled hours as outlined in the "A Better Day Plan".

Acceptance of Position Description:
My signature below indicates that I understand this position description: the work schedule and the responsibilities assigned to my position.

X _____

EMPLOYMENT APPLICATION

This Company is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or disability.

Date of Application:			
	Month (MM)	**Day (DD)**	**Year (YYYY)**

3526 West Beverly Blvd., Montebello, CA 90640
Telephone: 323-722-1880
www.desiserve.org

PERSONAL

Last Name	First	Initial
Other Name(s) Used		Home Telephone # ( ) -
Address		Business or Message # ( ) -
Position Applied For	How did you hear about job opening?	Salary Desired

Have you ever interviewed with the Company before? ☐ Yes ☐ No	If yes, list date(s) and job title(s)
Are you at least 18 years old? ☐ Yes ☐ No	If under 18, do you have a work permit? ☐ Yes ☐ No

EDUCATION

Check Highest Grade Completed: High School ☐9 ☐10 ☐11 ☐12

College, Trade or Business ☐1 ☐ 2 ☐ 3 ☐ 4

School Name	City, State, Country	Major Studies	Degree, Diploma, License or Certificate
High School:			
College/University:			
Vocational, Business, Other:			

List Any Professional Designations:
Other Special Knowledge, Skills or Qualifications:
Computer Skills (Hardware/Software):

EMPLOYMENT HISTORY

List all past employment, starting with the most recent position. All information must be completed. You may attach a resume, as long as all requested information is provided.

Employed From / /	Employer Name	Starting Salary
Employed Until / /	City, State, Country	Ending Salary
Job Title/Position	Reason for Leaving	
Duties & Responsibilities		

Employed From / /	Employer Name	Starting Salary
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Duties & Responsibilities		

GENERAL

Yes	No	
☐	☐	May we contact your current employer for references?
☐	☐	If hired, will you be able to work overtime?
☐	☐	Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? (Ask to see job description if one is not provided.)
☐	☐	Have you ever been convicted of any crime? (Excluding convictions for marijuana related offenses for personal use more than two years old, convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by court.) **Note:** *A Yes response does not automatically disqualify your application. If Yes, please attach explanation.*

CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by D.E.S.I., I shall be subject to dismissal, if any information that I have given in this application, the background release form, in any resume or interview or any part of the hiring process is false or misleading, or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize D.E.S.I. to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to D.E.S.I. and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I also understand that criminal background and credit reports may be conducted in the course of the interview process, and I will be required to give authorization for such reports.

I understand that **nothing** in this employment application, the granting of an interview or my subsequent employment with D.E.S.I. is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents that verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

_____ _____

Signature Date