

Helping Hands East Bay
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www.hheb.org

Helping Hands East Bay is a nonprofit organization providing services to adults with intellectual and developmental disabilities under contracts with Regional Center of the East Bay and CA Department of Rehabilitation. Our services include employment preparation training, job development, job coaching, and a community integration adult day program based in the city of Alameda.

JOB ANNOUNCEMENT

Vocational Trainer

Post Date: December 19, 2023

Hours: Full Time, Non-exempt, 37.5 hours per week; Monday through Friday, with occasional weekend assignments

Pay Range: \$20.84 to \$24.57 per hour

Benefits: Medical, dental, vision insurance; Paid holidays, paid sick leave and vacation; CalSavers retirement savings program

Reports to: Assistant Executive Director

Summary of Job Duties:

- Perform intake and assessment of consumers referred for tailored-day and supported employment services to develop their Individual Service Plan (ISP);
- Provide one-on-one training and support to consumers during pre-employment job search and/or navigation of post-secondary education system to help them reach their ISP goals;
- Assist consumers with travel training and new-hire paperwork with their employers;
- Provide job coaching to employed consumers at their job sites to help them retain employment;
- Assist consumers to report wages and subsidies to Social Security Administration;
- Develops Individual Habilitation Service Plan (IHSP) with employed consumers;
- Occasionally transports a consumer in your own vehicle to attend job fairs or job interviews;
- Complete case notes and progress reports related to billing/service hours.

Qualifications:

- Associate degree with 2 years of experience providing direct support to individuals with intellectual/developmental disabilities or Bachelor's degree in human services related fields;
- Bilingual in Cantonese or Vietnamese preferred but not necessary;
- Access to use of an automobile;
- Valid California Driver's license, auto insurance with bodily injury liability limit of at least \$100,000.

Please submit your resume and cover letter to Sophia Shen at sophia@hheb.org and Patrick Havel at patrick@hheb.org