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JOB DESCRIPTION

POSITION: Special Projects Provider (Public Safety Power Shutoff-PSPS)
SALARY: Full-time (37.5 hour workweek), non-exempt position. Full medical benefits package included. \$16.00 to \$21.00 per hour.

DESCRIPTION OF POSITION:

The Special Projects Provider (SPP) is under the supervision of the Long-Term Services and Support (LTSS) Manager or designee. The SPP works with individuals and communities impacted by Public Safety Power Shutoffs (PSPS). The SPP is responsible for supporting people with disabilities (PWD) and communities during PSPS events through direct assistance, community outreaches, and marketing of PSPS services. SPP travels to remote locations in Kern County to assist with emergency supplies (batteries, food, hotel accommodations, etc.) and to provide individual and groups trainings on emergency preparedness. SPP enrolls PWD in eligible programs such as the Medical Base Line program. The SPP will support the independent living philosophy and assist PWD to live more independently in the community.

DUTIES INCLUDE:

1. Conducting intake and assessments of all consumers seeking PSPS assistance.
2. Provides Information & Referral (I&R) services on a daily basis to PWD, their families, and the general public.
3. Determine caller or walk-in needs and direct calls to the appropriate internal or external resource.
4. Enroll PWD in the Medical Base Line program.
5. Enroll PWD in PGE Care & Reach Program, as needed.
6. Complete in a timely manner all necessary case documentation, outreach activities, I&R services, and required reports.
7. Provide PSPS training for PWD and the community.
8. Provide community presentations and outreach events to impacted PSPS regions.
9. Work with LTSS Manager and Services Manager to implement PSPS grant goals and marketing plan.
10. Research and locate various food, hotel (housing), and transportation options for PWD during a PSPS event.
11. Carry out all other duties as assigned by supervisor.

QUALIFICATIONS:

1. At least three years of experience working with PWD and/or in a social services field.
2. Ability to relate and communicate with PWD and their families.
3. Be self-motivated with good verbal, written, and organizational skills.
4. Good computer, typing, and e-mailing skills.

5. Ability to handle high call volumes and organize the returned calls efficiently.
6. Ability to set-up and facilitate virtual trainings and/or meeting via Zoom or Microsoft teams.
7. Ability to talk publically in front of small and large groups.
8. Familiar with resources for PWD.
9. Must have the ability to travel with a valid driver's license and clean driving record.
10. Ability to travel long distances (1-3 hours one way).
11. Must have an understanding and commitment to implement the independent living philosophy and empower PWD to live more independently.
12. Ability to identify problems, collect data, and interpret information.
13. Must exercise initiative, confidentiality, and sound judgment in technical matters and workload coordination.
14. Ability to work positively with other staff and the community.
15. Must have the ability to move, roll, and/or transport electric batteries up to 70 pounds.

Preferences

- Life experience with a disability
- Ability to speak Spanish
- Knowledge of American Sign Language

PHYSICAL AND EMOTIONAL DEMANDS

The physical demands of the position reflect the duties listed above, and are essential for the employee to perform. Must be able to remain in a seated position for an extended period. Must be able to operate a computer, key board, phone, and monitor for an extended period. Constantly operates a computer and other office machinery. The person must be able to move and/or transport medium to large equipment (batteries) to consumer homes or community sites.

The emotional and stress demands of the position reflect the duties listed above, and are essential for the employee to perform. Must be able to handle moderate to high levels of stress during times of high call volume or PSPS events. Communication and behavioral styles vary, and the employee must be able to adjust with these styles during grant and reporting deadlines; and during emergency PSPS events.

ILC of Kern County is an equal opportunity employer committed to hiring staff who reflect the diversity of our community. Persons with disabilities are encouraged to apply. Reasonable accommodations will be provided to qualified individuals with disabilities to perform the essential functions of the position.

**Please send resume and cover letter to: Jimmie Soto, Executive Director
jimmie@ilcofkerncounty.org**

(Position Open Until Filled)