

Helping Hands East Bay
2447 Santa Clara Avenue, Suite 201
Alameda, CA 94501
Phone: (510) 871-2187; Fax: (510) 871-2189
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

(Bilingual Cantonese or Vietnamese for Adult Day Program)

Post Date: July 19, 2024

Hours: Full time, Non-Exempt, 40 hours per week; Monday through Friday, 8am to 4pm

Pay Range: \$20.60 to \$22.63 per hour

Benefits: Medical/Dental/Vision Insurance; Paid Holidays, Paid Sick Leave and Vacation; CalSavers Retirement Savings program

Reports to: Program Manager of Community Integration Adult Day Program

Job Duties:

- Provide travel training (walking trip and using public transportation) to a small group of 3 adult clients with developmental disabilities to help them access community resources and activities;
- Facilitate discussion and weekly activities schedule planning among the small group of 3 adults;
- Explore and visit potential volunteer and employment sites in the community with the group;
- Transport a small group of 3 clients to community field trips using your own vehicle;
- Maintain communication with parents/family members regarding program activities;
- Support clients to reach their Individual Service Plan goals;
- Complete progress notes related to each client's individualized goals in electronic client record.

Qualifications:

- High School Graduate with 3 years of experience providing direct support to individuals with developmental disabilities or Associate degree in human services or related field;
- Fluent in speaking Cantonese or Vietnamese language;
- Access to a vehicle;
- Valid California Driver's license, auto insurance with bodily injury liability limit of at least \$100,000, and access to use of an automobile.

Please submit your resume and cover letter to Esther Chow at echow@hheb.org