ETTA
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Department Descriptions

Part Time / Full Time / Many shifts to choose from

Locations throughout the San Fernando Valley, Los Angeles, and Surrounding Communities

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Discover the Department that's the Best Match for You!

Day Program

Job Title: Direct Support Professional (DSP)
Location: There are two locations – North Hollywood and Pico-Robertson Area (Westside near Beverly Hills / Fairfax). Choose the location closest to you.
Starting Rate of Pay: $21.50 per hour
Schedule: Mondays - Fridays, 8:30 a.m. to 3:00 p.m.
Requirements: Some experience (professional or personal) supporting an individual with disabilities. MUST be available during Day Program hours (see "Schedule" above). Must be okay with assisting clients (male and female) with "personal hygiene" (including toileting, if needed).

The **Day Program** at **ETTA** provides community-based support services for adults with intellectual and developmental disabilities (such as autism). You and your client will engage in socialization, education, and community volunteer activities every day. The program is akin to a year-round summer camp. It is activities-oriented and very social. While everything in **Day Program** is an opportunity for learning - the name of the game is FUN.

When you join the **Day Program** staff, you will be matched with one of ETTA's clients. Every morning at 8:30 a.m. (Mondays through Fridays), you pick them up at their home and then meet up with other ETTA staff and their clients at the Day Program site or other specified location. Everyone's excited to see each other and in anticipation of that day's activity. One day might be volunteering in the community, another day is arts and crafts, the following day is perhaps baking for a holiday, while the next day is maybe movie day! There are field trips too - and always lots of "giving back to the community" volunteer opportunities. At 2:30 it's time to go home - and start looking forward to tomorrow.

As with every department and program at ETTA, you rarely do something "for" the client. They do it themselves, since ETTA is all about growth and independence. However, as staff, you are there to answer

their questions, remind them, prompt them, encourage and guide them. At ETTA's **Day Program**, a successful day includes not only learning and growth - but always FUN with ETTA friends!

As a valued member of **ETTA's Day Program** team, you will be truly appreciated by the Day Program Director, Manager, fellow staff, and clients alike. **ETTA** staff supports, guides, mentors, and inspires our clients to achieve their goals and live happier, healthier, and more fulfilling lives each and every day! At **Day Program**, simply having fun is the foundation.

IMPORTANT:

In order to be considered for a position with **ETTA's Day Program**, you must answer "YES" to the following requirements:

- Are you available from 8am – 2:30 or 3pm, Monday through Friday?
- Are you willing to drive your PERSONAL VEHICLE approximately 100 miles per week on the job with a client? [Mileage reimbursement provided]
- Are you willing to drive a COMPANY VAN approximately 100 miles per week on the job with multiple clients?
- Day Program clients require varying levels of support in some or all of the following areas: Verbal and non-verbal communication, occasional toileting, and mobility. Are you willing to support clients in all these areas?

DO YOU QUALIFY?

Employment Services / Independent Living Services (ILS)

Job Title: Job Coach / Life Skills Coach / Mentor / Independent Living Services Staff (ILS)
Location: A variety of opportunities throughout the San Fernando Valley and the City (Greater Los Angeles Area)
Starting Rate of Pay: $21.50per hour
Schedule: Various days and shifts available
Requirements: Some experience (professional or personal) supporting an individual with disabilities.

Do you remember how amazing it felt to land your first job? Or the satisfaction of getting a new job that was more rewarding and meaningful? A paycheck does so much more for a person than adding numbers to their bank account. It can give a person a sense of self-value and achievement.

As a **Job Coach / Life Skills Coach** in ETTA's **Employment Services** department, you will play a key role in paving the way for your client (an adult with intellectual and developmental disabilities) to accomplish their employment goals and succeed in the workplace. In other words, your job is to help them discover *their* job. You will never forget the look on their face when they are told the good news - "You're hired!"

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- You will be matched with one of our clients (an adult with intellectual and developmental disabilities, such as autism).

- The two of you will work together (one-on-one | 1:1), searching for the right job.

- Your time together will be at a variety of different locations, whether at a Job Center, Community Library, College Campus ... or job searching at their residence, coffeehouse, or even a park on their laptop computer. You two will also visit different storefronts and other businesses in the local community, checking out interesting job openings and meeting hiring managers.

- One of the first and most important activities you will do when starting to work with your client is to simply get to know each other and build a friendly, comfortable, and trusting relationship. A good Job Coach will find a way to motivate their client to open up about their unexplored employment goals and make them feel comfortable going after ANY job without preconceived limitations. The goal is not to pursue *all* jobs - but the *right* job that recognizes their talents, grows their skills, and is meaningful for them.

- As your client's Job Coach, you will teach, mentor, and guide them as you navigate the job market. This will involve: Creating or editing their resume with them, teaching them how to write a good cover letter, showing them where to find jobs online and offline, etc. You will discuss tips for having a successful job interview and have fun practicing interviewing techniques prior to the exciting appointment.

- When your client gets hired - or if they are *already* employed when you are first matched up by ETTA, instead of job hunting, you will be on the jobsite with them to ensure they have a successful experience.

- Your days will not be entirely filled with job-related tasks. You will make plenty of time to enjoy fun and entertaining activities, such as outdoor recreation, your client's hobbies, social activities, exploring the local community, special events, and more!

- Ultimately, you will play a vital role in guiding and inspiring your client toward achieving professional and personal goals and growing more independent.

As a member of the **ETTA** team, you will be truly appreciated as you help make someone's world a better place. **ETTA** staff supports, guides, mentors, and inspires our clients to achieve their goals and live happier, healthier, and more fulfilling lives each and every day!

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Residential Group Homes

Job Title: Direct Support Professional (DSP)
Location: North Hollywood
Starting Rate of Pay: $21.50 per hour
Schedule: There are a number of days and hours to choose from seven days a week. (Request the current list of openings)
Requirements: Some experience (professional or personal) supporting an individual with disabilities. MUST be able to assist clients (male and female) with "personal hygiene" (including toileting, if needed). Experience supporting individuals with behaviors (helpful).

ETTA has four **Residential Group Homes** located in nice, family neighborhoods in North Hollywood (San Fernando Valley). These homes are the place of residence for a number of ETTA's clients. They moved from their parents' house into the group home as a step forward - an exciting sign of their developing independence.

The professional staff who work at the Residential Group Homes are **Direct Support Professionals (DSPs).** This is a residential-based job that supports ETTA's clients - adults with intellectual and developmental disabilities - both in the house as well as within the surrounding community.

We create a comfortable home environment where residents live. Staff work with the clients on life skills, so they can grow and feel supported in most every aspect of their lives. The goal is *independence*. The residents form friendships that go beyond being roommates. It's a genuine *family* environment, where - with the guidance of caring staff - they join together to prepare and share meals, relax, socialize, laugh, exercise., go on outings together, and make the most out of every day.

ETTA's **Residential Group Homes** residents engage in personal choice activities, and look forward to attending sporting events, concerts, ETTA's Day Program, planning holiday parties, participating in learning programs, and pursuing community-giving opportunities.

As a **DSP** in ETTA's **Residential Group Homes**, you are responsible for providing advocacy, skill building, and support in the daily operations of one or more of the homes. The focus is to enable the residents to live fully enriched and active lives. ETTA has an uncompromising commitment to quality and integrity.

Every day, our staff and clients move closer toward making their world a better place - in both small and large ways. Ultimately, you will play a vital role in guiding and inspiring your client toward achieving personal goals and growing more independent.

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As a valued member of **ETTA's** 24/7 team, you will be truly appreciated by the Group Home managers, fellow staff, and clients alike. **ETTA** staff supports, guides, mentors, and inspires our clients to achieve their goals and live happier, healthier, and more fulfilling lives each and every day!

IMPORTANT:

To be considered for a position with **ETTA's Residential Group Homes**, you must answer "YES" to the following requirements:

1. The commute to North Hollywood, Valley Village, or Sherman Oaks would be acceptable to you.
2. The starting rate of pay - $21.50 per hour – is acceptable.
3. In addition to the daily routines with your client (teaching independent living, life skills coaching, marketing, doctor appointments, outdoor activities, fun outings, etc.), tasks may include meal preparation, making the bed, and assisting your client and others with some housekeeping.
4. Please be aware that Group Homes staff sometimes need to perform some basic "personal hygiene tasks" (including possible assistance with toileting if needed), and this would be acceptable to you. "Experience with behaviors helpful. Tasks can include assisting male and female clients with personal hygiene."

DO YOU QUALIFY?

Supported Living Services (SLS)

Job Title: Independent Living Advocate
Location: A variety of opportunities throughout the City (Los Angeles and surrounding communities) and the San Fernando Valley
Starting Rate of Pay: $21.50 per hour
Schedule: Various days and shifts available. (The more availability you have, the greater your chances of being hired)
Requirements: Some experience (professional or personal) supporting an individual with disabilities. MUST be able to assist clients (male and female) with "personal hygiene" (including toileting, if needed). Experience supporting individuals with behaviors (helpful).

The **Independent Living Advocate** in ETTA's **SLS** (**Supported Living Services**) department is responsible for providing advocacy, skill building, and support in the daily operations of ETTA's SLS clients' homes. The focus is to enable adults with special needs to live fully enriched and active lives. ETTA has an

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uncompromising commitment to quality and integrity. Every day, our staff and clients move closer toward making the world a better place - in both small and large ways.

- You will be matched with one of our clients (an adult with intellectual and developmental disabilities)
- The two of you will work together (one-on-one | 1:1)
- As your client's staff, you will support their success at home and in the surrounding community (prompting, motivating, and being a role model)
- Activities will be a combination of routine tasks and responsibilities for your client - as well as engaging in fun, recreational, social, and entertaining activities, including coming up with new things to do and look forward to!
- Your weeks may include, for example: Supporting your client in them keeping their home organized, clean, safe, and stocked with necessary items, such as groceries and supplies. Going to the market, the mall, the park, special events, periodic doctor appointments, social visits, etc. Being active, having FUN, and simply living life is at the top of the list!
- Please be aware that SLS staff will need to perform some **"hygiene tasks"** (this might include assisting your client – male and female – with toileting, etc.). **Experience with behaviors a plus.**

DO YOU QUALIFY?

Ultimately, you will play a vital role in guiding and inspiring your client toward achieving personal goals and growing more independent.

As a member of the **ETTA** team, you will be truly appreciated as you help make someone's world a better place. **ETTA** staff supports, guides, mentors, and inspires our clients to achieve their goals and live happier, healthier, and more fulfilling lives each and every day!

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