



**Service to Achieve Growth and Empower
Administrator
Full-Time**

Requirements

- High School diploma or GED equivalent.
- At least 1 year of relevant experience.
- Valid driver's license and maintains current automobile insurance, DMV report, and access to a vehicle.
- Maintains a negative alcohol/drug screening in accordance with California law.
- Obtains a cleared Tuberculosis (TB) testing upon hire, a cleared/maintained Department of Justice/FBI clearance.
- Goal oriented, organized, team player, flexible, has excellent customer services skills and communication (written and oral), and fluent in office (Word, Excel, PowerPoint).
- Types at least 40 WPM and is skilled with internet-based programs.
- Credit score of at least good standing.
- Physically lift and carry up to 25-pound items, unless imposed by a physician in writing, ability to sit for extended periods of time, ability to look at a computer screen for extended periods of time and an ability to maintain a composed and professional demeanor.

Job Duties include but are not limited to

- Variety of administrative tasks for the management team such as communication (email, scheduling, texting, phone), scheduling, filing, copying, scanning, maintaining digital databases, report writing, collecting materials, and organizing/restocking supplies, cleaning/laundry, errands, covers and works collaboratively with all departments as needed, and other administrative tasks assigned by management team.
- Handles sensitive and confidential information.
- Maintains excellent written and verbal communication skills, is well organized, prioritizes deadlines, good communication and maintains good relationships with the team by working collaboratively, contributing to a team approach, practices strict discretion and confidentiality, maintains positivity in the workplace, is productive, and displays high levels of professionalism.
- Electronic tasks with Microsoft Word, Excel, Google Calendar, and Outlook, etc.
- Maintains good communication and relations with co-workers/peers, and SAGE management.
- Maintains an availability to meet the evolving and changing needs of the position with a positive attitude.

Compensation: \$16.00-\$18.00/Hour



Service to Achieve Growth and Empower Communications Specialist Full-Time

Required Qualifications:

At least 2 years of direct experience in social services/related field with individuals with developmental/intellectual disabilities and/or administrative experience, ability to type at least 60 WPM, possesses strong skills in team approaches, operating technology (computer-based programs), problem solving, conflict resolution, delegation, communication (oral/written), and organization.

Valid driver's license, maintains current automobile insurance, DMV report, access to a vehicle during work hours for transportation of others, ability to travel throughout Ventura County, ability to maintain a flexible work schedule, which includes weekends, evenings, and holidays, maintains first aid and CPR certifications (*provided through SAGE*), physically lift and carry up to 25-pound items, *unless imposed by a physician in writing*, maintains a negative alcohol/drug screening in accordance with California law (*provided through SAGE*), obtains a cleared Tuberculosis (TB) (*provided through SAGE*), and a cleared/maintained Department of Justice/FBI clearances (*provided through SAGE*).

Job Duties include but are not limited to:

- Variety of administrative tasks for the management team such as communication (email, scheduling, texting, phone), scheduling meetings/training, filing, copying, scanning, maintaining digital databases, auditing, deadline management, report writing, collecting materials, errands, works collaboratively with all departments as needed, and other administrative tasks assigned by management team.
- Responding to incoming information and delegating to the appropriate person, making updates, documentation, answering questions.
- Medical Appointments/Scheduling Reminders. Providing support to staff and participants for important remaindering and gathering updates.
- Maintains excellent written and verbal communication skills with all SAGE stakeholders, is well organized, prioritizes deadlines, good communication and maintains good relationships with the team by working collaboratively, contributing to a team approach, practices strict discretion and confidentiality, maintains positivity in the workplace, is productive, and displays high levels of professionalism.

Tentatively Weekly Schedule: 4 Day Work Weeks, Wednesday-Saturday 8:00am-6:30pm OR Sunday-Wednesday 8:00am-6:30pm

Compensation: \$20.00-\$22.00 (*Depending on Experience*)



Community Coach Job Description Part-Time/Full-Time

Required Qualifications:

High School diploma, GED, or enrollment/compliance with SAGE's GED Assistance Program (*if applicable*), valid driver's license, maintains current automobile insurance, access to a vehicle to transport individuals, DMV report (required for employees who meet driving policy requirements), maintains first aid and CPR certifications (*on the job training and assistance is provided*), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, maintains a negative alcohol/drug screening in accordance to California law (*if applicable*), obtains a cleared Tuberculosis (TB) testing upon hire (*if applicable*), provides proof of Covid Vaccination or Requests exemption (medical/religious) (*if applicable*), cleared/maintained Department of Justice/FBI clearance, and on-going assigned training and growth development.

Duties may include but are not limited to:

- Providing 1 or more individuals with support, training, and empowerment for skill building/maintenance areas and meeting their individualized goals, using a person-centered approach. Support will vary, based on type of service being provided and could include, but is not limited to laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting, cleaning, evaluating person served, creating meaningful schedules, training/coaching individuals with individualized goals, implementing opportunities for securing long-term competitive employment, educational goals, money management, technology training, locating and attending classes/local resources, locating volunteer/paid employment opportunities, pre-employment skills training, soft skills training, personal hygiene/grooming (*which may include bathing, toileting, changing, dressing, oral hygiene*), minor lifting/transferring with adaptive equipment, transportation, mobility training, implementing behavioral plans, and documentation.
- Trains, supports, and collaborates with the clinical team to best support persons served who experience behavioral/medical challenges which may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression.
- Works collaboratively with regional centers, parents/care providers, community members/neighbors, co-workers/peers, and SAGE management by maintaining communication, using a team approach, and maintaining a consistent positive, professional attitude.

Compensation:

**Community Coach (Home/Community) \$15.00-\$16.00/Hour
Community Coach (SBS Day Services) \$15.00-\$18.00/Hour**



Conejo Coach Job Description Part-Time/Full-Time

Required Qualifications:

Resides in Conejo Valley are (*Newbury Park, Thousand Oaks, Simi Valley, Moorpark*), High School diploma, GED, or enrollment/compliance with SAGE's GED Assistance Program (*if applicable*), valid driver's license, maintains current automobile insurance, access to a vehicle to transport individuals, DMV report (required for employees who meet driving policy requirements), maintains first aid and CPR certifications (*on the job training and assistance is provided*), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, maintains a negative alcohol/drug screening in accordance to California law (*if applicable*), obtains a cleared Tuberculosis (TB) testing upon hire (*if applicable*), provides proof of Covid Vaccination or Requests exemption (medical/religious) (*if applicable*), cleared/maintained Department of Justice/FBI clearance, and on-going assigned training and growth development.

Duties may include but are not limited to:

- Providing 1 or more individuals in Conejo Valley with support, training, and empowerment for skill building/maintenance areas and meeting their individualized goals, using a person-centered approach. Support will vary, based on type of service being provided and could include, but is not limited to laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting, cleaning, evaluating person served, creating meaningful schedules, training/coaching individuals with individualized goals, implementing opportunities for securing long-term competitive employment, educational goals, money management, technology training, locating and attending classes/local resources, locating volunteer/paid employment opportunities, pre-employment skills training, soft skills training, personal hygiene/grooming (*which may include bathing, toileting, changing, dressing, oral hygiene*), minor lifting/transferring with adaptive equipment, transportation, mobility training, implementing behavioral plans, and documentation.
- Trains, supports, and collaborates with the clinical team to best support persons served who experience behavioral/medical challenges which may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression.
- Works collaboratively with regional centers, parents/care providers, community members/neighbors, co-workers/peers, and SAGE management by maintaining communication, using a team approach, and maintaining a consistent positive, professional attitude.

Compensation: \$18.00/Hour



Conejo Coordinator Job Description Full-Time (ILS Department)

Required Qualifications:

Resides in the Conejo Valley area (*Newbury Park, Thousand Oaks, Simi Valley, Moorpark*), High School diploma or GED, at least 2 years' experience professionally supporting individuals with intellectual/developmental disabilities, valid driver's license, maintains current automobile insurance, access to a vehicle to transport individuals, DMV report, maintains first aid and CPR certifications (*on the job training and assistance is provided*), Covid Vaccination or Exemption Request (*if applicable*), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, maintains a negative alcohol/drug screening in accordance to California law, obtains a cleared Tuberculosis (*TB*) testing upon hire, cleared/maintained Department of Justice/FBI clearance, maintains a flexible schedule to meet the needs of the position, typing speed of at least 30 WPM, strong proficiency in technology (*Microsoft, internet, computers, cell phones, etc.*), on-going assigned training and growth development.

Duties may include but are not limited to:

- Oversees/trains/supports team and assigned caseload of individuals (*all ages*) in Conejo Valley, enforces policies and procedures, manages documentation/data collection/systems/communication, schedules/facilitates/attends trainings, meetings, appointments, completes all reporting requirements, schedules assigned team, meets deadlines, develops/implements objectives/programs with individuals for skill building/maintenance which may include but is not limited to accessing resources, laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting/activities, cleaning, personal hygiene/grooming (*which may include bathing, toileting, changing, dressing, oral hygiene*), minor lifting/transferring with adaptive equipment, providing and/or training on transportation, behavioral support (*may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression*).
- Maintains a flexible weekly schedule either Sunday-Thursday or Tuesday-Saturday. **Typical work hours will be up to 40 hours a week, 4-5 days per week, between 8:00am-10:00pm, depending on services and support needs for everyone on assigned caseload.*

Compensation: \$24.00/Hour (*Daytime Hours 8:00am-10:00pm*)



Coordinator Job Description Full-Time (ILS Department)

Required Qualifications:

High School diploma or GED, at least 2 years' experience professionally supporting individuals with intellectual/developmental disabilities, valid driver's license, maintains current automobile insurance, access to a vehicle to transport individuals, DMV report, maintains first aid and CPR certifications (on the job training and assistance is provided), Covid Vaccination or Exemption Request (*if applicable*), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, maintains a negative alcohol/drug screening in accordance to California law, obtains a cleared Tuberculosis (*TB*) testing upon hire, cleared/maintained Department of Justice/FBI clearance, maintains a flexible schedule to meet the needs of the position, typing speed of at least 30 WPM, strong proficiency in technology (*Microsoft, internet, computers, cell phones, etc.*), on-going assigned training and growth development.

Duties may include but are not limited to:

- Oversees/trains/supports community coach team and assigned caseload of individuals (all ages), enforces policies and procedures, manages documentation/data collection/systems/communication, schedules/facilitates/attends trainings, meetings, appointments, completes all reporting requirements, schedules assigned team, meets deadlines, develops/implements objectives/programs with individuals for skill building/maintenance which may include but is not limited to accessing resources, laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting/activities, cleaning, personal hygiene/grooming (*which may include bathing, toileting, changing, dressing, oral hygiene*), minor lifting/transferring with adaptive equipment, providing and/or training on transportation, behavioral support (*may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression*).
- Maintains a flexible weekly schedule either Sunday-Thursday or Tuesday-Saturday. **Typical work hours will be up to 40 hours a week, 4-5 days per week, between 8:00am-10:00pm, depending on services and support needs for everyone on assigned caseload.*

Compensation: \$18.00-20.00/Hour



**Service to Achieve Growth and Empower
Response Coordinator
Full-Time**

Required Qualifications:

At least 2 years of direct experience in social services/related field with individuals with developmental/intellectual disabilities, ability to type at least 40 WPM, possesses strong skills in team approaches, people management, operating technology (computer-based programs), problem solving, conflict resolution, delegation, communication (oral/written), and organization. Eligible to provide services to all persons served, regardless of location, gender, and needs (*animals, lifting, personal care, transportation, behavioral supports, etc.*)

Valid driver's license, maintains current automobile insurance, DMV report, access to a vehicle during work hours for transportation of others, ability to travel throughout Ventura County, ability to maintain a flexible work schedule, which includes weekends, evenings, and holidays, maintains first aid and CPR certifications (*provided through SAGE*), physically lift and carry up to 25-pound items, *unless imposed by a physician in writing*, maintains a negative alcohol/drug screening in accordance with California law (*provided through SAGE*), obtains a cleared Tuberculosis (TB) (*provided through SAGE*), and a cleared/maintained Department of Justice/FBI clearances (*provided through SAGE*).

Duties may include but are not limited to:

- Provides customer service, emergency coverage, support to persons served, and after-hours line coverage, as assigned.
- Completes Special Incident Reports (SIRs) & Adult Protective Service (APS) reports, including investigations and information gathering to submit by the designated deadlines.
- Completes quality assurance tasks such as medications, medical appointments, adaptive equipment, quality controls, investigations, surveys, and reports concerns, policy violations, training needs, questions, or feedback pertaining to employees and support services.
- Maintains a schedule that meets the needs of the position (*Typically 3-5 Days/Week, up to 40 Hours/Week*)
- Completes other administrative/field-based tasks, as assigned.
- Works collaboratively with team members and interdepartmentally to ensure success in the supports being provided. Collaboration will include but is not limited to maintaining verbal and written communication (calls/texts/emails/in person), staying aligned with SAGE's code of conduct, brainstorming, and employing person centered thinking.

Compensation: \$18.00-\$22.00/Hour (*Depending on experience*)



Service to Achieve Growth and Empower SAGE Store Manager Full-Time

SAGE Services is an independently owned and operated organization, supporting individuals with intellectual and developmental disabilities. SAGE has designed and is implementing its own store offering merchandise, food, and beverages to our customers. The SAGE Store Manager is responsible for overseeing the daily operations of our store, ensuring it is running effectively and with the highest quality of customer service. We are looking for a motivated, passionate, and dedicated person to lead our team in our store's opening and successful journey.

Requirements

- At least 2 years of experience store management.
- Ability to physically lift 25 pounds.
- Credits score of at least good standing.
- Outgoing personality and excellent customer service skills.
- Excellent interpersonal, written, and verbal communications skills.
- Experience in managing social media and website content for the store.
- High computer literacy, including email and Microsoft Office (Excel, Word, PowerPoint).
- Valid Driver's License, current automobile insurance, DMV driving record, and access to transportation.
- Completes and maintains a negative alcohol/drug screening in accordance with California law.
- Completes and maintain Department of Justice/FBI clearances.

Responsibilities include but are not limited to

- Manages the day-to-day operations of the employees, store, and merchandise.
- Manages the training, customer experience, policies, sales projections, documentation, inventory, schedules, cleaning, stocking/ordering, pricing, financials, displays, etc.
- Motivates team members with customer service, developing business strategies for the success of attracting and retaining customers.
- Creates unique content and manages store's social media, marketing, websites, and other forums.
- Maintains a flexible work schedule which meets the needs of the position.

Compensation: \$18.00-\$20.00/Hour



Direct Support Professional (DSP) Weekend Warrior Job Description Part-Time/Full-Time

Required Qualifications:

Available on Saturdays and/or-Sundays each week throughout Ventura County, High School diploma, GED, or enrollment/compliance with SAGE's GED Assistance Program (*if applicable*), valid driver's license, maintains current automobile insurance, access to a vehicle to transport individuals, DMV report (*required for employees who meet driving policy requirements*), Covid-19 vaccination or applicable exemption (*if applicable*), maintains first aid and CPR certifications (*on the job training and assistance is provided*), physically lift and carry up to 25-pound items, unless imposed by a physician in writing, maintains a negative alcohol/drug screening in accordance to California law (*if applicable*), obtains a cleared Tuberculosis (TB) testing upon hire (*if applicable*), cleared/maintained Department of Justice/FBI clearance, and on-going assigned training and growth development.

Duties may include but are not limited to:

- Providing weekend support to 1-3 people in their homes/community, remaining healthy & safe, including support with epilepsy, diabetes, and other medical diagnoses, teaching/training/skill building for the following areas: social skills, laundry, medication, medical appointments, money management, grocery shopping, meal planning/preparation/cooking, safety/emergency skills, health & wellness, community connecting, cleaning, creating meaningful schedules, money management, technology training, locating and attending classes/local resources/church, personal hygiene/grooming (*which may include bathing, toileting, changing, dressing, oral hygiene*), minor support/transferring with adaptive equipment, transportation, mobility training, behavioral support (*which may include but is not limited to self-injurious behaviors, property destruction, verbal aggression, and/or physical aggression*), and documentation.
- Overnight support (*optional*) Fridays/Saturdays/Sundays, asleep overnight shifts to support people with remaining healthy and safe in their homes, with minimal possible supports for medication, hygiene/grooming, maintaining routines, and documentation.
- Works collaboratively with regional centers, parents/care providers, community members/neighbors, co-workers/peers, and SAGE management by maintaining communication, using a team approach, and maintaining a consistent positive, professional attitude.

Available Schedules: Overtime is not available for this position (Maximum 40 hours/work week)

Fridays, Saturdays, and/or Sundays: 8:00am-4:00pm, 12:00pm-10:00pm, 8:00am-10:00pm, 10:00pm-8:00am

Compensation: \$18.00/Hour Fridays 8:00am-Mondays 8:00am



Supervisor Job Description Full-Time

Required Qualifications:

At least 2 years of direct experience in social services/related field with individuals with developmental/intellectual disabilities, ability to type at least 40 WPM, possesses strong skills in team approaches, people management, operating technology (computer-based programs), problem solving, conflict resolution, delegation, communication (oral/written), and organization.

Valid driver's license, maintains current automobile insurance, DMV report, access to a vehicle during work hours for transportation of others, ability to travel throughout Ventura County, ability to maintain a flexible work schedule, which includes weekends, evenings, and holidays, maintains first aid and CPR certifications (*provided through SAGE*), physically lift and carry up to 25-pound items, *unless imposed by a physician in writing*, maintains a negative alcohol/drug screening in accordance with California law (*provided through SAGE*), obtains a cleared Tuberculosis (TB) (*provided through SAGE*), and a cleared/maintained Department of Justice/FBI clearances (*provided through SAGE*).

Job Duties include but are not limited to:

- Reports to SAGE Managers
- Facilitates schedules/meetings/trainings, stays up to date with resources/community, completes administrative tasks, reports, SIRs/APS reporting, medication refills, meets deadlines, covers for departments/person served as needed, billing requirements, supervises employees, meets the needs & supervises services and supports with person served, performance reviews, counseling, disciplinary actions, interviewing/candidate reviews, quality assurance, problem solving, conflict resolution, satisfaction surveys, and stakeholder communication (*all communication mediums within a timely manner & within SAGE policy*).
- Manages after-hours rotation & covers supports line as assigned.
- Maintains a schedule that meets the needs of the position (*typically 4-5 days/week*)

Tentative Weekly Schedule: 40 Hours/Week, including evenings & weekends.

Compensation: \$25.00/Hour