



Exceptional Children's Foundation

5350 Machado Road, Culver City, CA 90230

Fax (310) 391-1059 website: www.ecf.net

Apply on-line at hr@kayneeras.org

Employment Opportunities

Week of July 11, 2011

All persons seeking employment must complete a written application. Applications may be obtained during normal business hours (Monday through Friday 8:00 a.m. – 4:30 p.m.) at the address noted above. Interested persons may also submit a resume and cover letter by mail, email or fax. ***To be considered, you must indicate the specific position for which you are applying.***

ADMINISTRATION

Accounting Manager: This full-time position is available in Culver City. Reporting directly to the Vice President of Finance, the Accounting Manager will generate accurate and timely financial statements that comply with generally accepted accounting principles. Develop, implement, and maintain accounting policies and procedures. Participate in establishing departmental long-term goals and objectives. Maintain the department's internal and external data requirements. Oversee establishing and maintaining effective relations with ECF employees, vendors and outside auditors. Requirements: The successful incumbent will be an experienced hands-on, working manager who can adapt quickly to changing priorities and learn new processes and procedures quickly. Must have the ability to lead, direct and supervise staff and communicate instructions and expectations clearly. Also required are a Bachelor's degree in accounting or finance, five years supervisory experience and 10 years experience using a similar, fully integrated accounting system in an agency with a minimum of a fifteen million dollar budget. Must know finance and accounting reporting practices and principles, have solid analytical and accounting technical skills, and be proficient in the use of computers including Excel. Experiences with HUD, ICF Management, Region Centers, and School Districts are a plus.

Salary: Commensurate with education and experience.

ADULT PROGRAMS

Independent Living Skills Instructor: Full-time position available in Whittier. Develop and implement a program to teach independent living skills to adults with special needs enrolled in the program. Prepare and maintain records and measure and document progress, conduct community based activities, and accompany clients to various activities. Requirements: High School diploma or equivalent and 6 months experience working with special needs population. Must have reliable transportation, valid California Driver's license, and proof of auto liability insurance. Must obtain certification in CPR, First Aid, and NCI training within 60 days of employment.

Salary: \$8.50 - \$11.48 per hour

Independent Living Skills Instructor: Full-time position available in Los Angeles. Develop and implement a program to teach independent living skills to adults with special needs enrolled in the program. Prepare and maintain records and measure and document progress, conduct community based activities, and accompany clients to various activities. Requirements: High School diploma or equivalent and 6 months experience working with special needs population. Must have reliable transportation, valid California Driver's license, and proof of auto liability insurance. Must obtain certification in CPR, First Aid, and NCI training within 60 days of employment.

Salary: \$8.50 - \$11.48 per hour

Art Center Program Supervisor: Full time position available at the Downtown Los Angeles Art Center. The Program Supervisor will nurture adult artists (18 years and up) with intellectual disabilities, teach art techniques, supervise staff, and provide program over site. Requirements: Bachelor's degree in Fine Art (MFA preferred), and supervisory experience. Extensive applied art knowledge in any one of the disciplines: Ceramics, Printmaking or Painting (Ceramicists and Printmakers should have a basic knowledge of Painting and Drawing) and knowledge of contemporary western art (mid century – present). Must be organized and have a basic knowledge of Microsoft Office. Must be personable and comfortable working with developmentally disable adults. ***A portfolio of finished works must be submitted when applying.***

Salary: Commensurate with education and experience

EARLY START

Occupational Therapist (OT) or Occupational Therapist Assistant (OTA): This full-time position serves the Arleta and Los Angeles sites. Provide occupational therapy case management for OT clients. Document client treatment and participate in patient conferences. Requirements: Bachelor of Science degree in Occupational Therapy and one year, full-time experience with six months at pediatric level or Associate degree in Occupational Therapy and one year, full-time experience. Graduate of an occupational therapy curriculum accredited jointly by the American Occupational Therapy Association and the American Medical Association, current license from California Board of Occupational Therapy, and registration with the National Board for Certification in Occupational Therapy (NBCOT). Active member of the American Occupational Therapy Association and bilingual English/Spanish preferred. Ability to maintain confidences and confidentiality and work well as part of a team. Ability to communicate, orally and in writing, in an effective and diplomatic manner with a wide range of clientele, service providers, families and other agencies. High level of initiative and tactfulness are essential. Good organizational skills. Computer skills required for report writing. Must have own transportation.

Salary: Commensurate with education and experience

Speech and Language Pathologist: This full-time position serves the Arleta and Los Angeles sites. Provide comprehensive speech and language therapy, case management (including assessments and goals), and feeding for SLP clients. Document client treatment, participate in client conferences, and provide staff training. Requirements: Master of Arts/Science degree in Communication Sciences and Disorders or related field, and graduation from a speech language pathology curriculum accredited jointly by the American Speech, Language, and Hearing Association (ASHA). One year, full-time SLP experience with at least six months pediatric experience. Supervisory experience a plus.

Salary: Commensurate with education and experience

SCHOOL PROGRAMS

Teacher Assistant/Adult Assistant: This full-time position is available in Culver City. Provide a variety of support services for the teacher, the classroom team, and students. Set up the classroom, conduct research, grade student work and record, and assemble files. Document student activities and inform teacher of behavior changes and other pertinent information. Assist with supervising social-recreational periods. Assist with preparation for IEP meetings, parent conferences, and matriculation. Remain within physical proximity of student at all times and assist with needs. Assist a student in crisis using approved Non-Violent Crisis Intervention (NVI) techniques. Requirements: High School diploma or equivalent and one year experience working with children who have special needs, learning, behavioral, emotional and/or developmental disabilities in a direct service capacity.

Salary: \$9.00 - \$14.21 per hour

SUBSTITUTE/TEMPORARY/ON-CALL

Residential Assistant: This substitute position will be available at various sites on an "as needed" basis. Under supervision, assist with ensuring the 24-hour residential home is physically maintained and the day to day needs of residents are met. Assist the residents with personal hygiene (toileting, bathing, dressing, diaper changing, etc.), administer medications, transport residents, and write progress reports. Requirements: AA degree or high school diploma and one year directly related experience. Good verbal and written communication skills. Must be able to transfer an adult to and from a wheelchair.

Salary: \$9.00 - \$12.15 per hour

The Exceptional Children's Foundation (ECF) is an equal opportunity employer. All qualified applicants are considered for employment without regard to race, color, creed, sex, age, religion, mental or physical disability, medical condition, national origin, ancestry, pregnancy, marital status, gender identity, sexual orientation, military or veteran status or any other status protected by law. ECF employees will be given first consideration for open positions.

ECF provides reasonable accommodations consistent with its legal obligations. Any applicant who, because of a disability, needs reasonable accommodation or assistance at any point in the application process (or thereafter if hired) should contact the Human Resources Department

All positions require evidence of a negative TB test and DOJ background clearance. Some positions require a pre-employment physical and an insurable driving record.