EMPLOYER JOB ORDER FORM

COMPANY INFORMATION

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>COMPANY WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summit Therapeutic Services</td>
<td><a href="https://stshelps.com/">https://stshelps.com/</a></td>
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<table>
<thead>
<tr>
<th>HOT JOB?</th>
<th>EC WORKS PROGRAM</th>
<th>CAREER TYPE</th>
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<tbody>
<tr>
<td>Unsub</td>
<td></td>
<td>Medical/Healthcare</td>
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CONTACT NAME/TITLE
Please see your Counselor

POSITION(S) AVAILABLE

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>JOB ID</th>
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<tbody>
<tr>
<td>Community Integration Trainer</td>
<td>17338</td>
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<table>
<thead>
<tr>
<th>SHIFT/HOURS</th>
<th>HOURS/WEEK</th>
<th>WORKDAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various</td>
<td>40 - 40</td>
<td>Various</td>
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<table>
<thead>
<tr>
<th>OPEN DATE</th>
<th>CLOSE DATE</th>
<th>MINIMUM SALARY</th>
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<tbody>
<tr>
<td>12/05/2019</td>
<td>02/28/2020</td>
<td>$15</td>
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<tr>
<th>POSITIONS</th>
<th>BENEFITS</th>
<th>LIMITED ENGLISH MAY APPLY?</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>1</td>
<td>After 60 days</td>
<td></td>
<td>San Jose</td>
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REQUIRED FOR POSITION
Background Check

REQUIRED EDUCATION
Other

JOB DESCRIPTION

We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Category: Community Integration

Summary

Instructs/assist participants in community education and awareness as well as vocational opportunities by performing the following duties:

* Essential Duties and Responsibilities include the following. Other duties may be assigned.

* Report to component Lead staff and supports participants vocational enrichment and social priorities.

* Helps to educate participants about the community on various outreach programs and the importance of utilizing resources.

* Participates in community activities with participant which heighten the awareness of health maintenance and exercise.

* Identifies appropriate programs for participants and helps facilitate enrollment and funding if needed.
* Helps participant obtain necessary resources.

* Refers participants with social and emotional problems to other community agencies for assistance.

* Teaches subjects related to individual and community welfare.

* Documents participants daily activities and achievements and/or setbacks through summary and charting.

Competencies:

* To perform the job successfully, an individual should demonstrate the following competencies:

  * Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

  * Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

  * Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

  * Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

  * Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

  * Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

  * Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

  * Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

  * Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

  * Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

  * Cost Consciousness - Works within approved budget; develops and implements cost saving measures.
* Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment.

* Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

* Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

* Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions.

* Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

* Personal Appearance - Dresses appropriately for position; keeps self well groomed.

* Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

* Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

* Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

* Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

* Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

* Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives.

* Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

* Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

* Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills

* Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

* Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

3 TO 5 KEY SKILL SETS REQUIRED

Position Requirements: Certificates, Licenses, Registrations

Must have a valid Driver’s License with a clear driving record.

Physical Demands:

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

* The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this Job, the employee is regularly exposed to outside weather conditions.

* The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles.

* The noise level in the work environment is usually moderate.