

General Job Descriptions – BID Required

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Janitorial Services

Description: Provide cleaning services to the office including vacuuming, dusting, empty trash and straightening kitchen area. Does not include bathrooms as this is taken care of by the landlord.

Minimum Qualifications:

Ability to provide services for a maximum of \$350.00 per month

Ability to provide all cleaning supplies and equipment

Ability to provide daily services Mondays through Fridays

Psychologist

Description: Provide clinical supervision and training as an independent contractor to student interns, psychology interns, psychological assistants and post-doc psychologists.

Minimum Qualifications:

Licensed psychologist in the State of California

Two years post-license clinical experience

Two years supervision experience and board-required supervision certificate

Experience working with victims of crime, specifically sexual assault and child abuse.

Experience working with evidenced-based, trauma-informed, treatment modalities.

Hourly rate not to exceed \$55.00 per hour

Not to exceed 576 hours per year.

Information Technology Services

Description: Maintain network services, hardware, software and provide off-site electronic data storage.

Minimum Qualifications:

Experienced IT provider in business for a minimum of two years.

Ability to provide maintenance for a maximum of \$860.00 per month.

Ability to provide off-site electronic data storage for a maximum of \$152.60 per month.

Answering Service

Description: Provide live answering services to 24-hour crisis hotline.

Minimum Qualifications:

Experienced answering service in business for a minimum of two years.

Ability to answer calls courteously with a live person within 5 rings.

Ability to patch calls through to on-call personnel based on a monthly schedule.

Ability to provide daily summary of calls.

Ability to provide answering services for a maximum of \$500.00 per month.