

Employment Opportunity: Substitute Attendant

Program: <i>Center for Crisis Stabilization</i>	Office Location: <i>Lawrence</i>	Status: <i>As needed</i>
Union : <i>No</i>	Benefits: <i>No</i>	Pay: <i>\$8-10 per hour</i>

Basic Responsibilities:

Substitute workers are needed to cover vacant shifts (due to other staff being on vacation, sick, in training, etc) on all shifts: 1st (7am-3pm), 2nd (3-11pm) and 3rd (11pm-7am). Substitutes must be able to work a flexible schedule and on different shifts. Training is provided. Direct care staff maintain residents' safety, a healthful environment, ensures physical needs of the residents are met; and interacts with residents in ways that encourage their progress toward goals in their treatment plan. Will act as role model; prepare meals; give meds; and provide housekeeping & transportation to adults with mental illness.

Required Qualifications:

- High school diploma with experience, training, or education in a human services field.
- Ability to maintain accurate and appropriate records.
- Valid Michigan driver's license and an approved driving record in accordance with agency standards.
- The ability to communicate effectively in verbal form that is clear and audible, and in a calm and reassuring manner.
- The ability to effectively communicate in a written form for documenting assessments, treatment plans, and evaluations.
- Visual acuity at or near 20/20 with or without corrective lenses to be able to observe behavioral change in consumers, locate consumers promptly when physical intervention is necessary, and transport consumers as needed.
- Adequate physical strength and abilities to learn and perform CPR, First Aid, behavior management, and physical intervention techniques as needed.
- Satisfactory completion of DCH training modules within 6 months of date of hire.

Essential Job Functions:

- Encourages socialization and cooperative behavior among consumers by providing consistent limits, appropriate feedback, and appropriate role modeling.
- Supervises, teaches, or directs self care skills and/or daily living activities.
- Encourages consumers to participate in scheduled activities, & participates in activities as appropriate.
- Prepares, administers, and documents medications according to DCH procedures and under the direction of the nurse or physician.
- Prepares balanced and nutritional meals for consumers.
- Responsible to be aware of and contribute to consumer charts and daily log.
- Performs tasks assigned in the daily log accurately and on a timely basis.
- Encourages consumers toward completion of chores role-modeling as necessary.
- Responds to crisis situations and emergency treatment in an appropriate manner.
- Documents activities and fills out other reports as required, appropriately and accurately.
- Performs housekeeping and transportation responsibilities as assigned.
- Attends weekly staff meetings as assigned and participates appropriately in them.
- Completes required training and in-services in a satisfactory manner.
- Transports consumers as assigned.

To apply, submit an application form to the location below:

Human Resources Office, 801 Hazen Street, Suite C, Paw Paw, MI 49079

Contact: Christine Johnson (269) 655-3313

Equal Opportunity Employer