



Children's Attendant Care

Employer

Four County Mental Health
22214 D Street
Winfield, KS 67156
620-221-9664

Job Description

TITLE OF POSITION: CBS Attendant Care

SUPERVISOR: CBS Program Coordinator

WORK SCHEDULE: M-F 8-5

MINIMUM QUALIFICATIONS:


- High School Diploma or GED.
- Work independently as well as be a productive part of a team.
- Dependable vehicle, valid driver's license, and compliance with agency's liability carrier's requirements may be required depending on job assignment
- Communicate positively and effectively with others
- Basic proficiency in math
- Effective utilization of basic office technology
- Completion of required trainings upon hire
- Requires use of a cell phone during work hours

GENERAL RESPONSIBILITIES:

- Provide one-on-one supervision to patients who are severely emotionally disturbed in schools and community settings.

ESSENTIAL JOB FUNCTIONS:

1. Quantity: Should have at least an average of 5 hours of face-to-face contact with clients for each day worked.
2. Administrative: Active participant in meetings related to administration or treatment planning.

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3. Judgment: Sound judgment is used in crisis or in ongoing assignments. Maintains a positive, professional and supportive relationship with patients, with staff and other outside agencies. Confidentiality is maintained at all times. Keep other staff informed of unusual situations regarding patients.
 4. Documentation: Progress notes are accurate and reflect progress toward treatment goals. Documentation is current and turned in daily.

OTHER JOB FUNCTIONS:

- Exhibit and promote decisions / behavior consistent with the Center's established Vision, Mission, and Values.
- Any deviations to the work schedule and all overtime must be approved in advance.
- Other duties as assigned by Supervisor.

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