

KENOSHA HUMAN DEVELOPMENT SERVICES, INC.

3536 52nd Street
Kenosha, WI 53144



Division/Department:	Community Intervention Center		
Location:	KARE Center		
Job Title:	KARE Center Staff		
Reports To:	KARE Center Program Manager		
Type of position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Contractor <input type="checkbox"/> LTE <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern		Schedule: Weekends and 3rd shift hours

POSITION SUMMARY

KARE Center Staff implement all tasks required for the day-to-day operation of the KARE Center, to be delivered in a respectful and comprehensive manner.

RESPONSIBILITIES

1. Responsible for creating a positive, supportive mood in the center
 - a. Participates in the intake process by gathering required data, by orienting residents to the expectations of the center, and informing them of their client rights
 - b. Routinely provides positive feedback and respect to residents within the center
 - c. Employs preventive teaching methods to avoid or diminish conflicts in the home
 - d. Provides supportive listening and encourages residents to follow through on their treatment plans as determined by CIC and CSP staff
2. Admits residents referred to the KARE Center by Adult Crisis
 - a. Requires a medical screening from a local emergency room prior to admitting residents for crisis stabilization
 - b. Opens a file on all new admissions and completes all associated paper work
 - c. Files prescriptions and or medical instructions
 - d. Documents clinical information in resident's progress notes
 - e. Stores and monitors self-administration of resident's medication according to state guidelines
 - f. Records discharge data and circumstances
 - g. Provides supervision of KARE Center residents
 - h. Provides hourly (or more frequently) bed checks when specified
 - i. Monitors each resident's medical and emotional status and arranges emergency care when appropriate
 - j. Notifies the Program Manager when an emergency warrants
3. Performs other duties as required by the Program Manager
 - a. Answers house phones and responds appropriately to the needs of the caller
 - b. Answers Crisis Hotline and dispatches the appropriate mobile counselor
4. Required to participate in scheduled training sessions given by KHDS
 - a. Gives, receives and acts upon feedback given by director, supervisor, crisis counselors, resident or community member.
 - b. Maintains confidentiality at all times

PROFESSIONALISM

1. Conduct oneself in a professional manner
 - a. Maintain the confidentiality and other rights of participants, families and staff and follow HIPPA Guidelines for all verbal and written communication
 - b. Problem-solve difficult situations in a timely manner
 - c. Manage difficult or emotional consumer situations by responding promptly to needs, requests for assistance and services
 - d. Give, receive and act upon feedback from supervisors and co-workers in an appropriate manner
 - e. Maintain professional boundaries with consumers and co-workers at all times
 - f. Understand cultural diversity and have respect for others' values and culture
 - g. Attend training as requested by supervisors
 - h. Other tasks as assigned by supervisors

QUALIFICATIONS: High School Diploma or equivalent required.

1. Experience with AODA/Mental Health population a plus
2. Ability to effectively communicate, both written and verbally, in the English language
3. Must have reliable transportation and valid driver's license with good driving record
4. Must carry own auto insurance with at least 100,000/300,000/100,000 coverage
5. Ability to maintain records and document case notes daily
6. Ability to give and accept feedback as a part of a team
7. Ability to traverse within the workspace and community frequently
8. Ability to frequently ascend/descend stairs
9. Ability to transport at least 25 pounds
10. Be willing to learn and work with the treatment philosophies
11. Bilingual in Spanish a plus

*If you are interested, please apply online at www.khds.org by **November 17th, 2020***

Follow the [Employment Opportunities](#) link to apply

For questions regarding the application process, please contact HR staff at:

jroman@khds.org or 262-764-8555

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