



Sunflower Diversified Services

- Department:** Day Services - CHS
- Position Title:** CHS Manager
- Reports to:**
- Director of Compliance and Quality Assurance
- Supervises:**
- Clients
 - Life Skills Instructors
- Qualifications:**
- Must speak and read standard English
- License/
Certification:**
- Maintain Abuse/Neglect/Exploitation, Ethics, Sexual Harassment, Emergency Preparedness, Vehicle Orientation, HIPPA, Bloodborne Pathogens, AP/SP/CI, Supportive Healthy Living, Residential Orientation, OSHA trainings, CPR, First Aid, Medication Administration and Mandt certifications
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 - Valid Driver's License with good driving record
- Education:**
- Minimum of High School Diploma/GED
 - Prefer Bachelor degree in a related field with a minimum of 1 year related successful work experience
 - Prefer Associates degree with related experience can be substituted if approved by management
- Position
Summary:**
- Instruct and coach support staff in promoting independence in the development of self-help and community skills a minimum of 30% of the time
 - Assure that the daily personal care needs of clients are met
 - Plan and supervise meaningful daily activities while attending to the client's needs
 - Assure quality services that are in compliance with organizational standards
 - Assist in the development and ensure the implementation of assigned client's annual plan and the required documentation
- Experience:**
- Minimum of 2 years related successful work experience
- Skills:**
- Ability to read and interpret/understand documents, write routine reports and correspondence, and perform simple math
 - Ability to solve practical problems and deal with variables, exhibit rational decision-making
 - Ability to interpret and carry-out instructions furnished in written,

- oral or diagram form
- Demonstrate good organizational skills
- Ability to multi-task
- Demonstrate ability to drive agency vehicles

**Working
Conditions:**

- 90% indoor
- 10% outdoor
- May have high noise levels due to radio traffic, telephone calls, walk in clients, or other agency business
- Temperatures will reflect seasonal changes at outdoor sites and attempts to maintain comfortable temperatures will be made at indoor sites
- Environmental conditions vary by work site and employees are required to work at community locations
- Must follow assigned work schedules that typically reflect hours Monday-Friday but schedules and hours vary based on need
- Employees are expected to remain flexible and cooperative.

**Physical
Requirements:**

- Regularly required to stand, kneel, stoop, squat, talk, walk, and hear
- Frequently required to reach with hands and arms
- Occasionally required to sit
- Frequently required to use hands to finger, handle, feel objects, manipulate tools, or controls and grasp objects
- Ability to listen and remember information
- Ability to speak clearly
- Regularly lift and/or move up to 15 pounds
- Frequently lift and/or move up to 25 pounds
- Occasionally lift and/or move up to 50 pounds
- Occasionally lift up to 75 pounds and participate in transfers of persons to/from wheelchairs
- Ability to exert of up to 70 pounds of force occasionally to move objects
- Ability to 20 pounds of force frequently to move objects
- Ability to frequently exert up to 10 pounds of force occasionally to move objects

**Job
Responsibilities
:**

- Personal conduct must contribute to positive working relationships with co-workers, citizens, and administration
- Demonstrate self-reliance and good judgment
- Comply with all agency, and departmental policies and procedures
- Ability to effectively communicate with drivers, clients, co-

workers, and administration

- Strong customer service skills with ability to deal with a variety of people in a positive and effective way
- Computer and data entry skills
- Assure all individual rights are respected
- Advocate for clients and the agency
- Participate in client plan/program development and ensure implementation, continuation, and monitor outcomes as assigned
- Ethically handle agency and consumer money and property
- Ensure the staff is participating in providing an atmosphere of engagement for clients
- Provide continuous supervision of the clients and support staff, knowing the location of clients and staff at all times
- Instruct and supervise staff as they assist clients in the development of daily living skills in accordance with the client's plan
- Resolve work related issues/conflicts
- Process staff related payroll, absences, evaluations, incidents, accidents, counseling, and discipline records
- Evaluate staff performance
 - o Process evaluations, counseling sessions, performance warnings, and disciplinary actions as necessary
- Plan, prepare, develop, and distribute a variety of training activities to clients and staff. Ensure the ongoing development of a variety of training activities
- Responsible to meet the medical needs of clients and medication administration procedures
 - o Process information to medical staff as required
- Ensure environments are safe, comfortable, productive and stimulating
- Ensure clients receive ongoing reinforcement and positive staff interactions
- Provide 1st Aid or emergency care when required
- Report maintenance needs to supervisor and complete maintenance request form
- Record all incidents, accidents, and medical conditions on the appropriate forms forwarding them to the appropriate party following agency procedures
- Will complete and compile relevant records, prepare reports, and provide information to supervisors, consultants, and other staff as required
- Assist individuals with transportation needs utilizing agency vehicles to transport or arrange other agency transportation
- Perform duties in a safe manner, in order to prevent injury to staff or others

- Knowledgeable of each individual's plan programming
- Knowledgeable of appropriate behavioral responses for each individual
- Attends meetings and training as directed by supervisor
- Other duties as assigned by supervisor

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

All the health information of clients needed to perform the duties of the job description will be provided. This information may only be discussed with the staff, including the Board of Directors, who have a need to know the information to adequately perform their duties, in compliance with the information management and confidentiality policies.

I have received and read a copy of this job description and have had the opportunity to ask questions regarding its contents. I understand the requirements outlined in this job description and verify that I am able to fulfill all requirements described.

Employee Signature _____ **Date** _____

**Human Resources
Department Signature** _____ **Date** _____