

DIVERSIFIED HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Site Monitor (Full-Time)
Developmental Services/CLA
(40 hr. wk.)

PAY GRADE: 8

WAGE: \$24,274 (as a minimum)

ESSENTIAL FUNCTIONS:

- Monitors client programming and assists in the day-to-day operations of the assigned residential site.
- Assists in developing and implementing Individual Program
- Plans designed to provide individuals with assistance in personal responsibility and improve daily living skills.
- Oversees and instructs new employees in the administration of individuals' medications
- Serves as an advocate in promptly locating and obtaining needed specialized services to meet client needs.
- Maintains communication and an effective working relationship with client's family and staff to coordinate service delivery to resident.
- Prepares and submits all required program reports and documentation in a timely manner.
- Responds appropriately to emergency situations.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Must have two years' experience working with the mentally disabled in a group home setting.
- Must have a valid Pennsylvania Driver's License and safe driving record.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Human Services and FBI Fingerprint Clearance.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- **Must be available to work 8:00AM to 4:00PM and possibly one (1) midnight shift per week.**
- Ability to safely operate a 16 passenger agency van.
- Ability to assist and/or lift individuals weighing up to 150 pounds, as may be required.
- Ability to work split shifts and flexibility to move to various center locations, when program needs dictate.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING# 18201-NO LATER THAN OCTOBER 20, 2018.
EQUAL OPPORTUNITY EMPLOYER