

KETCH OPEN POSITIONS POSTING

3/5/2015

Accounts Receivable Clerk: (1) FT position, Monday-Friday 8-4:30. Includes customer billing, posting receipts, preparing input for monthly financial statements, closing entries, collection and notification of overdue accounts. Requires HS diploma, a minimum of six months of A/R experience, proficient with MS Excel, 10-key by touch and detail oriented. Experience with collections and destinations sales tax is helpful.

Behavior Trainer – PACE1: (1) FT, M-F 8am to 4pm. Provides and arranges individualized support services which enable persons with autism to participate in meaningful tasks and activities in the PACE program. Assists persons served to become integrated members of their community. Assists as a member of the person's support team to develop, implement and follow through with Person Centered Plans. Assists the PACE team to ensure the rights, health and safety of all persons served in the program. Maintains appropriate records and ensures documentation is completed and submitted as required. Supports the direction and leadership of KETCH and the PACE program. Requires a high school diploma/GED, current valid driver's license and a good driving record. Previous experience working with individuals with disabilities is preferred but not required.

Bus Driver: (2) Full-time. M-F split shift between the hours of 6:30a.m.-5:30p.m. – available shifts 6:30-9:30 plus 12:30-5:30 or 6:30-12:30 plus 3:30-5:30. Bus driver for 16 passenger buses. Responsible to transport persons served safely to/from work and medical appointments. Requires HS diploma/GED, valid CDL, and good driving record. DOT physical and drug and alcohol testing will be required. Prefer previous driver experience.

Direct Support Professionals/CLTs: Community Living Trainers work with adults with intellectual/developmental disabilities in a home setting. This position provides training on basic life skills to help the individual be as independent as possible. The staff person must possess basic skills and be able to teach someone how to cook, clean, grocery shop, participate appropriately in community activities, and be safety aware. Must be able to read and understand the goals of persons served, and assist the individual to achieve those goals. Requires a two-week, weekday, daytime orientation. All available positions are evening and weekend shifts. Full time positions that require sleepover are \$10.50/hour, positions without sleepover are \$9.50/hour. Requires a HS diploma/GED. Prior experience in a related position working with persons with intellectual/developmental disabilities is preferred. Requires a valid driver's license with a good driving record and must have a dependable vehicle and proof of vehicle insurance. Skills required include: strong verbal and written communication skills, conflict resolution and problem solving ability, organizational and time management skills. Must be able to lift 50 lbs or ¼ of own body weight, whichever is less.

LBSW Social Worker: M-F 8:00-4:30. Licensed Social Worker - responsible for coordinating Health Home services. Responsible for processing program entry for new persons assigned to the KETCH Health Home. Provide oversight, advice, input and resources to Outside Targeted Case Managers. Provide required updates to internal and external team members. Track the completion and monitoring of plans and the receipt of required documentation for OTCM individuals. Oversee the implementation of core health home services. Assist with billing questions and maintain health records for members. Requires bachelors of Science degree in social work, four+ years experience working with individuals in a human service capacity, and a working knowledge of social service systems and community services applicable to persons with developmental

disabilities. Requires excellent written and oral communication skills, strong organizational skills, valid driver's license, and good driving record.

Life Skills Trainer: (2-ALS1, 1-ENCORE) FT, M-F 8:00 a.m.-4:00 p.m. Life Skills Trainers work with individuals with severe and multiple disabilities in a day program setting providing training on basic life skills to promote as much independence as possible. Must be able to read and implement plans and goals specific to individuals. Requires assisting individuals with hygiene and providing some personal care. Skills required include strong written and oral communication skills, conflict resolution skills, creativity and organizational skills. Must be compassionate, dependable, patient, creative, energetic and be able to motivate others. Must be able to lift 50 lbs or ¼ of own body weight, whichever is less. Must have knowledge regarding the needs of individuals with physical and intellectual disabilities. Prior experience working with individuals with disabilities is preferred. Requires HS diploma/GED, valid driver's license and good driving record.

Life Skills Trainer – Lead: (1-ALS1) M-F 8:00 a.m.-4:00 p.m. Responsible for providing direct training to persons served, providing and arranging support services, and assisting in providing activities in the community. Provides leadership to trainers and assures consistency among staff in training, philosophy, behavior management practices, health procedures, documentation, etc. Assures that appropriate staff are available at all times to meet individual needs. Requires HS diploma/GED, valid driver's license, and good driving record. Experience working with persons with intellectual and developmental disabilities is preferred.

LPN – Full time: (1) FT-Nursing. Full time position generally M-F 10:00 a.m. -6:00 p.m. with rotating after hours on-call responsibilities. Provides direct health care services to persons served; schedules and assists person to doctor appointments; serves as a liaison between physicians, nurses, and outside health care professionals; ensures medical documentation is current, filed, and organized; communicates necessary health information to team members; assists with Wellness Monitoring every 60 days and Medication Cycle fill every 28 days. Requires HS diploma/GED, current KS LPN license, valid driver's license, good driving record, and good communication skills. Some travel within Wichita area required. Prefer knowledge or experience working with persons with intellectual/developmental disabilities and physical disabilities.

Maintenance Technician - Facilities Repairs: (1) FT positions, generally M-F 8:00 a.m.-4:30 p.m. including rotating on-call hours during evenings and weekend. Responsible for upkeep and repairs to KETCH facilities and residential properties. Company provides tools, vehicle for use at work, and a clean working environment. Must have general maintenance knowledge and work experience; be able to use hand tools, power tools, and light shop equipment; and have good communication skills. Must be able to lift 50 lbs. or ¼ of own body weight, whichever is less. Requires HS diploma/GED, valid driver's license, and good driving record.

Production Aide: (3) FT positions, M-F 8:00-4:30 p.m. Responsible to work in a production/assembly area on various contracts using procedures for job set-up, production scheduling, and quality control. Track production and inventory requirements. Responsible for proper handling/care of equipment and maintaining a safe work environment. Requires HS diploma/GED. Production and assembly experience preferred.

Program Coordinator - Community Living: (1) FT position, mostly M-F with some evening and weekend hours. Coordinates residential services and is responsible for monitoring quality of services and personnel management. Requires supervisory experience, 6 months' experience working with persons with intellectual & developmental disabilities, bachelor's degree in Business/HR, valid driver's license, and good driving record.

Residential Manager: (1-10th St.). Full time, Tuesday-Friday and alternating Sat/Sun 12:00p.m. – 8:00p.m. Orients, trains, supervises and evaluates all staff on all shifts at the residential site. Participates in program planning, daily implementation and follow-up. Provides and oversees daily care, safety and well being of persons served. Provides appropriate, timely, and ongoing communication. Assures administrative tasks are completed accurately and on a timely basis. Prefer two years of direct support experience in community living services and/or working with persons with intellectual/developmental disabilities. Prefer one year of supervisory and management experience. Requires HS diploma/GED, valid KS driver's license, and good driving record.

Vocational Trainer: (3-WS) FT M-F 8:00 a.m.-4:30 p.m. Responsible for supervising and direct training for persons served in the work services and vocational programs. Must be familiar with using a tape measure and have some basic math skills. Conducts assessments, participates as a member of the interdisciplinary team, and follows through in documenting training with persons served. Also responsible for production scheduling, job set-up, and quality control. Requires HS diploma/GED.

KETCH is an EEO/AAP employer

**APPLY [ONLINE](mailto:jobs@ketch.org), IN PERSON OR SEND LETTER/RESUME TO jobs@ketch.org.
FOR MORE INFORMATION ABOUT KETCH, SEE OUR WEBSITE AT www.ketch.org
KETCH · 1006 E. Waterman · Wichita, KS 67211 · ph (316)383-8700 · fx (316)383-8715**