



Centennial Mental Health Center, Inc.
Job Description

Job Title: Secure Transport Driver
Reports to: Transportation Coordinator

Grade: 35
Status: Non-Exempt

POSITION SUMMARY

Provides monitoring and supervision of individuals assessed by Centennial Emergency Response team in hospital and other community settings. Provide support to Emergency Response team in activities related to placement and transportation of clients. Ability to work a regular schedule that will target high need times/locations. The Emergency Response team operates 24 hours a day/7 days a week/365 days a year.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transport or provide "ride along" supervision during transport by Centennial ERT or clinical staff to or from facility, OP office, or other activities. This may also include walking with client short distances to an office or other location.
2. Provide supervision/monitoring at a hospital facility location for individuals who have been assessed by Centennial ERT.
3. Assist in bed finding activities for clients needing placement in a higher level of care.
4. Communicate client status, bed finding status, and/or transportation status with ERT staff and other providers as requested.
5. Assist with case-management activities such as referral and linkage to community resources.
6. Document all client related contacts in the agency electronic health record in a clear, consistent and timely manner.
7. Participate in all on-going training and development activities assigned by CMHC.
8. All other duties as assigned by supervisor.

JOB REQUIREMENTS

EDUCATION

High School Education or equivalent. Must complete all pre-service training and Emergency Response team training and shadowing prior to providing client care. Must complete HIPAA training and criminal background check.

ABILITIES, KNOWLEDGE, SKILLS

Ability to work well with special population consumers, maintain appropriate boundaries, identify and nurture strengths, and provide support and de-escalation as needed.. Ability to serve wide range of consumers, including culturally diverse populations. Knowledge of cultural issues that may have a bearing on service provision. Effective written and verbal communication skills. Ability to update consumer records, document actions, and complete other paperwork in a timely manner. Computer literacy to include basic skills in e-mail communication and word processing. Ability to work on-call hours. Ability to travel within the Center's service area or to other locations as needed. Demonstrate a commitment to continuous skill development to competently serve individuals from diverse cultures and backgrounds

I have read this copy of my job description, discussed it with my supervisor, and understand my responsibilities.

Employee Signature

Date

Supervisor

Date