

POSITION DESCRIPTION**COMMUNITY SERVICES ASSOCIATE I**

MH Residential
Center for Adult Rehabilitation Services
Region Ten Community Services Board

CLASSIFICATION TITLE: COMMUNITY SERVICES ASSOCIATE I

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves at a Region Ten program for seriously mentally ill adults and must maintain safe conditions for the clients and provide general care and supervision. In addition, the incumbent is expected to implement training/behavioral programs as scheduled for each client during shift and document such as appropriate.

The incumbent reports to the Director II and/or Program Manager II and position duties require proceeding alone under standard practices referring questionable situations to the supervisor. Carrying out position duties requires analysis of facts and determining action using a wide range of procedures but within limits of standard practice. He/she is expected to perform in accordance with applicable professional ethics, state quality assurance standards, Department of Behavioral Health and Developmental Services regulations as well as established Region Ten policies.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Monitors and ensures the health and safety of clients and provides planned and emergency services as described:
 - a. Monitors clients at all times for any psychiatric/behavioral and medical complications and responds according to established policy and procedures.
 - b. Counsels and supports clients; maintains therapeutic relationship to achieve maximum client insight and self-management of illness and behavior.
 - c. Conducts social and daily living skills training programs.
 - d. Supervises client participation in household and program routine.
 - e. assists with self-administration of medications; observes and reports side effects.
2. *Records progress notes on interventions and supports provided as well as client's responses.
3. *Assists clients in the wide range of household duties such as cooking meals, cleaning when residents cause conditions to be unsafe/unhealthy, laundry and incorporating clients in each phase.
4. *During overnight shifts remains awake and on site during scheduled hours.
5. *Reports pertinent data on individuals status to incoming staff during shift change.
6. *Transports clients to day activity as needed.
7. *Acquires and maintains valid certification in First Aid, CPR, medication administration, non-aversive behavior management to comply with state/federal residential staffing requirements.

QUALIFICATIONS:

In order to ensure the safe and efficient fulfillment of any travel on behalf of the board, a valid Virginia driver's license plus an acceptable driving record as issued by the Virginia Department of Motor Vehicles are required. For use of a personal vehicle to conduct Region Ten business, a certificate of valid personal automobile insurance must be provided. The incumbent must obtain First Aid training, CPR certification and medication management training. In addition, the incumbent needs to possess the following knowledge, skills and abilities:

Knowledge of:

- characteristics of severe mental illness and mental illness with chemical abuse;
- psychosocial rehabilitation principles and techniques;
- counseling techniques;
- crisis prevention and management;
- skills training techniques;
- procedures for preventing, diffusing and managing aggression;
- medication management;
- emergency procedures;
- Charlottesville resources and procedures for emergency back-up;
- standard residential operating procedures;
- First Aid, and
- CPR

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Skills in:

- written and oral communication;
- monitoring resident mental status;
- observing medication effects;
- identifying alcohol/drug abuse;
- counseling/relating to a wide array of psychiatric impaired residents;
- recognizing and responding to medical emergencies;
- supervising/organizing residents and household routine;
- communicating (written/oral) PRN information to staff;
- recording information, and
- non-punitive techniques for managing difficult behavior

Abilities to:

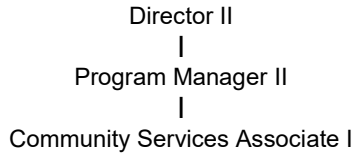
- make sound and safe decisions in regards to behavior management, health needs, emergencies;
- perform work assignments under little or no direct (i.e., present) supervision;
- analyze needs of residents and respond appropriately;
- conduct domestic (daily living and self help), community and recreational skills training programs;
- de-escalate and manage aggressive persons, and
- drive defensively

DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Direct Care Performance Evaluation Standards.

POSITION LOCATION: MH Residences
 301 Carlton/1310 Nunley/Cedar Hill
 Charlottesville, Virginia

POSITION ORGANIZATION CHART



PAYGRADE: 4

SCHEDULE: This is an as-needed position, incumbent needs to be available for overnight and weekend shifts.

Position Description Update: June 13, 2019

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date