

POSITION DESCRIPTION**COMMUNITY SERVICES ASSOCIATE II**

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

CLASSIFICATION TITLE: Community Services Associate II

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a Community Services Associate II as relief staff at a Region Ten program for seriously mentally ill adults. The Community Services Associate II 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 or Program Manager II of the Carlton Road Residences 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, DBHDS 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 psychiatric/behavioral status of all clients continuously.
 - 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 for home and community.
 - d) supervises client participation in household routines and community integration needs.
 - e) assists with self-administration of medications; observes and reports side effects.
2. *Records progress notes on interventions and supports provided in accordance with the ISP; summarizes mental health status and client performances across a wide range of counseling, support and rehabilitation service interventions.
3. *Assists clients in the wide range of household duties such as cooking meals, cleaning when residents cause conditions to be unsafe/unhealthy, grocery shopping, laundry -- incorporating clients in each phase.
4. *Transports clients to supportive recreational activities, doctors, shopping, professional resources as necessary.
5. *Acquires and maintains valid certification in First Aid, CPR, medication administration, non-aversive behavior management and defensive driving in order to ensure the safe and efficient operation of the residence and to comply with state/federal residential staffing requirements.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. Position requires at a minimum a Medicaid-designated Qualified Para Professional credential. A number of options allow for this designation, among them being an AA degree in human services field or a Human Services certification from VHST and one year of experience). 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:

- implementation of psychiatric rehabilitation goals and objectives for each resident;
- 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

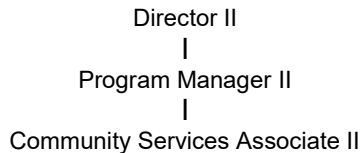
DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION:

Carlton Road Residences
1210 Carlton Road **and/or** 301 Carlton Road
Charlottesville, Virginia 22903-4420

POSITION ORGANIZATION CHART



GRADE: 5

SCHEDULE: Flexible schedule; relief hours, as needed

Position Description Updated: August 31, 2020

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