

**POSITION DESCRIPTION****COMMUNITY SERVICES ASSOCIATE I**

Women's Center at Moors Creek  
Center for Access and Adult Clinical Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Community Services Associate I

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position in which the incumbent serves as a Community Services Associate I at the Women's Center at Moors Creek Residential Treatment Center. The incumbent monitors the facility and residents during duty hours. Provider must maintain safe conditions for the center's clients and provide general care and supervision. This requires that the provider remain awake, alert and available during all duty hours. He/she is responsible for maintenance of the program and for following facility and agency policies and procedures.

The incumbent reports to the Director III for the Women's Center at Moors Creek. Duties require application of clearly prescribed standard practices using several procedures, with some decision-making required. Questionable situations are referred to the Director. 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 HIPPA access level for this position is Level Two

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

MAJOR DUTIES:

1. \*Monitors clients at all times for any psychiatric, behavioral and/or medical medical complications and responds according to established policy and procedures, reporting any questionable symptoms to the clinical staff and Director.
2. \*Maintains good order in the house and checks all areas of the facility hourly.
3. \*Answers phone and the front door, screening visitors according to normal procedure.
4. \*Prepares and monitors client meals and meal clean up.
5. \*Arranges for emergency staff coverage when necessary.
6. \*Remains awake and on site at all times during scheduled work hours.
7. \*Supervises client participation in the center's daily routine.
8. \*Assists with self-administration of medications; while accurately recording and monitoring client medications in accordance with written policy and procedures
9. \*Records progress notes on interventions and supports as well as client's responses.
10. \*Reports pertinent data on individuals' status to incoming staff during morning shift change.
11. \*Participates in staff meetings as required for client and program planning, staff training and evaluation.
12. \*Assists in the structured program of care of individuals by serving as positive role models, encouraging compliance with program requirements, providing reality orientation, and demonstrating respect, and reassurance toward individuals.
13. \* Monitors and records vital signs according to policy.
14. \*Transports clients to and from the center as needed in order to coordinate services.
15. \*Drives to pick up medication, food or other supplies as needed.
16. \*Prepares rooms for new clients as needed. This includes making beds, laundering bed linens and cleanings bathrooms.
17. \*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.
18. \*Check doors for security purposes on evening and overnight shifts, as well as assist with monitoring of security cameras as assigned.
19. \*Assists with case management duties as needed.
20. \*Reads all agency communication (i.e., Ten, Region Ten's newsletter, E-mail, etc.).
21. Other job related duties as assigned by the Director and/or Clinician.

QUALIFICATIONS:

High School Diploma or Equivalency 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. 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: CPR, First Aid, medication administration, alcohol and drug addiction, local public agencies and their functions and interrelationships.

Skills in: written and oral communication, CPR, First Aid, maintaining order in facility, dealing in professional manner with individuals and agencies, obtaining vital signs, administering medications, demonstrating respect and reassurance toward clients, providing

## COMMUNITY SERVICES ASSOCIATE I

Center for Access and Adult Clinical Services – Mohr Center – Region Ten Community Services Board

Page 2

reality orientation, computers and keyboarding.

Abilities to: pass CPR and First Aid training courses and maintain certification, successfully complete Medication administration training, work effectively with a wide variety of individuals, maintain flexible work hours and occasional emergency coverage, manage behaviors of clients reluctant to engage in treatment, work well under stress, work effectively in a crisis situation.

### DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Women's Center at Moors Creek  
Region Ten Community Services Board  
Charlottesville, VA 22903

### POSITION ORGANIZATION CHART

Director II  
|  
Community Services Associate I

GRADE: 4

SCHEDULE: PRN; various shifts, including weekends

Position Description Updated: February 20, 2018

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.

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Signature

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Name Printed

\_\_\_\_\_  
Date