

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

Mohr Center  
Emergency Services and Short-Term Stabilization  
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 provides assertive support services to clients experiencing significant substance abuse and mental health concerns at the Mohr Center, residential treatment center for males. In this capacity, he/she is responsible for an array of direct supportive services to persons with substance use disorder diagnosis throughout the course of their treatment stay. Services will include monitoring, assessments of integration, social skill development, upholding agency policy and procedures, and maintaining the therapeutic milieu. The incumbent utilizes his/her experiences as CSA to engage, motivate, and support ongoing recovery in Mohr Center clients. Admits, monitors and documents individuals admitted to the center. The position requires that staff remain awake, alert and available during all duty hours. He/she is responsible for maintenance of house rules and for following the Mohr Center policies and procedures. He/she is responsible for coverage in emergency situations. He/she will be responsible for carrying out any case management duties as needed.

The incumbent reports to the Director III and/or the designated immediate supervisor and duties require application of clearly prescribed standard practices using several procedures, with some decision making required. Questionable situations are referred to the supervisor. In carrying out position duties, he/she must comply with all federal laws regarding confidentiality of alcohol and drug treatment programs, as well as established Region Ten policies and procedures.

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

**MAJOR DUTIES:**

1. \*Manages the center by carrying out the following duties: answers phone, monitors meal preparation and clean-up, completes all required records, responds appropriately to client needs, arranges for emergency staff coverage when necessary and remains on site during scheduled work hours.
2. \*Maintains good order in the house and checks all areas of the facility hourly.
3. \*Appropriately triages clients by making referrals for emergency medical treatment for those clients who need medical care; and appropriately refers all other clients who do not meet admission criteria.
4. \*Monitors clients' withdrawal symptoms for medical complications through sub-acute withdrawal and responds according to established policy and procedures, reporting any questionable symptoms to the Clinician on duty, RN on duty or consulting physician; and makes accurate and timely entries into client progress notes and into the shift activity log.
5. \*Reports pertinent data on clients' status to incoming CSA and, when appropriate, to the Director, Clinician, RN or consulting physician.
6. \*Participates in staff meetings as required for program planning, staff training, evaluation, and assessment.
7. \*Assists in the structured program of care of clients by serving as positive role models, encouraging client compliance with program requirements, providing reality orientation, and demonstrating respect, and reassurance toward clients.
8. \*Accurately records and monitors client medications in accordance with written policies and procedures.  
Monitors vital signs according to policy
9. \*Assists with case management duties as needed.
10. \*Using an agency vehicle or his/her own personal vehicle, transports consumers to appointments or programming in the community.
10. \*Reads all agency communication, (i.e., Ten, Region Ten's newsletter, E-mail, etc.).
11. \*Other job related duties as assigned by the Program Manager or Case Manager.
12. \*Able to perform CPR and First Aid when situation requires these activities.

**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. 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 house, dealing in professional manner with individuals and agencies, obtaining vital signs, administering medications, demonstrating respect and reassurance toward clients, providing

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reality orientation, personal 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, tolerate difficult clients and working conditions, work well under stress, work effectively in a crisis situation.

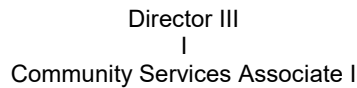
DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION:

The Mohr Center  
1014 East Market Street  
Charlottesville, Virginia 22902

POSITION ORGANIZATION CHART



GRADE: 4

SCHEDULE: Typical schedule of Wednesday-Saturday 12pm to 10pm, but adjusted at times to meet program needs.

Position Description Updated: July 20, 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.

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Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date