CLASSIFICATION TITLE: COMMUNITY SERVICES ASSOCIATE III

GENERAL STATEMENT OF RESPONSIBILITIES:
This is a FLSA non-exempt position. The incumbent serves to coordinate and implement rehabilitation and community living programs for psychiatrically disabled persons using a clubhouse model.

The incumbent reports to the 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 the limits of standard practice. He/she is expected to perform in accordance with applicable professional ethics 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. *Assist psychiatrically disabled persons to take advantage of rehabilitation opportunities within the Clubhouse and in the larger community.
2. *Provide supportive relationships to assist clients in gaining self-confidence and functioning to their highest potential.
3. *Coordinate with all treatment team staff in assisting clients to maintain or achieve stability in the community.
4. *Provides case documentation to assigned caseload and maintains complete and current records and service provider data in accordance with DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES (DBHDS) Licensure Regulations, Medicaid and Region Ten guidelines.
5. *Develops and utilizes effective intra- and inter-agency communications.
6. *Provides crisis intervention via phone, face-to-face or on a consultation basis to Emergency Services.
7. *Responsible for health and safety of program participants.
8. *Supervises clubhouse work unit with the following duties:
   a) Coordinating and directing the unit’s activities.
   b) Assuming responsibility for materials, equipment, supplies and money in the work unit.
   c) Supervising volunteers or student trainees assigned to the unit.
   d) Assisting club members to set rehabilitation goals and evaluating and recording the member’s progress
   e) Sharing responsibility for organizing and implementing the social program. This duty will require working some evenings, weekends and holidays.
   f) Assisting with the establishment and supervision of Transitional Employment (TE) placements and assisting members in obtaining competitive employment.
   g) Other rehabilitation activities as assigned by the Program Manager, Horizon House.
9. Provides own transportation when needed (local and out of area) to complete agency coordination, training or program activities.
10. Reads all agency communication (i.e., Ten, the Region Ten’s newsletter, E-mail, etc.).

Qualifications:

Must meet certification as QMHP (Qualified Mental Health Professional) as set forth by Department of Behavioral Health and Developmental Services.

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 Division of Motor Vehicles is required. An annual DMV driving record will be required. For use of a personal car to conduct Region Ten business, a certificate of valid personal automobile insurance must be provided. In addition, the incumbent needs to possess the following knowledge, skills and abilities:

Knowledge of: impairments associated with major mental illnesses; psychosocial rehabilitation principles and implementation techniques; counseling principles; effects of psychotropic medications on functioning; clubhouse program principles; community living options; employment resources; supported work issues; defensive driving; crisis intervention; First Aid and CPR; universal precautions; standards for Clubhouse programs.

Skills in: maintaining supportive and rehabilitative relationship with members, generating member motivation and commitment to self-improvement and peer supports; maintaining a clean, safe, augmentive environment for members; recruiting workers and
employers for clubhouse employment services; facilitating member groups (job clubs, social clubs, etc.); coordinating service providers; driving 15-passenger van; listening, computer/keyboarding usage.

Abilities to: participate as a member of a rehabilitation team within a psychosocial clubhouse model; work alongside psychiatrically-disabled individuals in a mutual work effort; motivate members toward growth; counsel and problem-solve; assess member strengths and weaknesses and develop rehabilitation plans with members; write; document; maintain member records.

DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Region Ten - Horizon House Clubhouse
8310 Tan Bark Plaza
Lovingston, VA  23093

POSITION ORGANIZATION CHART: Program Manager II
                    | Community Services III

GRADE: 8

SCHEDULE: This is a PRN position. Scheduled hours will vary.

Position Description Update: January 1, 2013

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