

**POSITION DESCRIPTION****COMMUNITY SERVICES ASSOCIATE III**

Horizon House, Nelson County  
Center for Rural Services  
Region Ten Community Services Board

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CLASSIFICATION TITLE: Community Services Associate III

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves to coordinate and implement psychosocial rehabilitation techniques for people who have serious mental illness in a community integration day program.

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 individuals with serious mental illness to take advantage of rehabilitation opportunities within a psychosocial program and in the larger community.
2. \*Engage and motivate consumers to learn techniques of improved illness management.
3. \*Maintain an attitude that is both recovery oriented and person centered.
4. \*Assist consumers with developing individualized and person centered plans and document progress in regard to those plans.
5. \*Enhance community adjustment and integration by developing services and supports which increase opportunities for community access and involvement, including developing community living skills, civic and recreational services.
6. \*Provide supportive relationships to assist clients in gaining self-confidence and functioning to their highest potential.
7. \*Coordinate with all treatment team staff in assisting consumers to maintain or achieve stability in the community.
8. \*Provide case documentation to assigned caseload and maintaining complete and current records and services provider data including all service authorizations in accordance with Department of Behavioral Health and Developmental Services (DBHDS) Licensure Regulations, Medicaid and Region Ten guidelines.
9. \*Share responsibility for organizing and implementing the daily program.
10. \*Respond appropriately to crisis situations and link to appropriate services.
11. \*Promote health and safety of program participants.
12. \* Provide supervision as assigned by supervisor to volunteers and interns.
13. \*Share responsibility for all functions of the program and its integrity. Work closely with other staff in sharing information and assisting with goal attainment for all consumers in so far as is possible. Make him/herself available to support the safety and wellness of the consumer and staff of the program at all times.
14. \*Serve as an appropriate model: It is a major responsibility for all staff persons to act as a model of appropriate adult behavior which consumers can respect.
15. \*Read all agency communication (i.e., Ten, the Region Ten newsletter, E-mail, etc.).
16. \*Attend in-service training and staff development programs to enhance mental health services.
17. \*Acquire and maintain 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 program.
18. \*Maintain acceptable driving record in order to transport consumers.
19. Perform other duties as assigned by supervisor in keeping with the general requirements of the position.

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

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precautions; standards for Clubhouse programs.

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

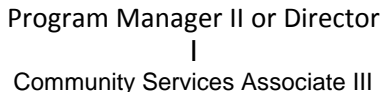
Abilities to: participate as a consumer of a rehabilitation team within a psychosocial clubhouse model; work alongside psychiatrically-disabled consumers in a mutual work effort; motivate consumers toward growth; counsel and problem-solve; assess consumer strengths and weaknesses and develop rehabilitation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

DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION:                      Region Ten Community Services Board

POSITION ORGANIZATION CHART



GRADE:    8

SCHEDULE: PRN

Position Description Updated: February 29, 2016

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