

POSITION DESCRIPTION**COMMUNITY SERVICES ASSOCIATE III**

Crozet
Center for Rural Services
Region Ten Community Services Board

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 clubhouse environment.

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. *Assessing needs and planning services, evaluating individual strengths and needs, assisting newly discharged patients successfully integrate into community living, reducing or preventing future re-hospitalization.
2. *Engaging and motivating 'members' to seriously consider their future life skills and learn techniques of improved illness management.
3. *Maintains an attitude that is both recovery oriented and person centered.
4. Responsible for remaining current and up to date by attending trainings for development and maintaining awareness of current information about mental illness and recovery.
5. *Assisting psychiatrically-disabled persons to take advantage of rehabilitation opportunities within the Clubhouse and in the larger community.
6. *Assist members with developing individualized and person centered plans and document progress in regards to those plans.
7. *Enhancing 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.
8. *Providing supportive relationships to assist clients in gaining self-confidence and functioning to their highest potential.
9. *Coordinating with all treatment team staff in assisting clients to maintain or achieve stability in the community.
10. *Providing case documentation to assigned caseload and maintaining complete and current records and services provider data in accordance with Department of Behavioral Health and Developmental Services (DBHDS) Licensure Regulations, Medicaid and Region Ten guidelines.
11. *Developing and utilizing effective intra- and inter-agency communications.
12. *Providing crisis intervention via phone, face-to-face or on a consultation basis to Emergency Services.
13. *Responsible for promoting health and safety of program participants.
14. *Providing supervision and engagement of 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 members' progress.
 - e. Facilitating individual member's daily efforts to achieve pre-vocational growth skills to more effectively develop supportive social connections with others, and increase their general satisfaction in life and their functions in the clubhouse and the community.
 - f. Sharing responsibility for organizing and implementing the social program. This duty will require working some evenings, weekends and holidays.
 - g. Other rehabilitation activities as assigned by the Program Manager and Director.
15. *Provides own transportation when needed (local and out of area) to complete agency coordination, training or program activities.
16. *Reads all agency communication (i.e., Ten, the Region Ten newsletter, E-mail, etc.).
17. *Worker functions as vital member of psychosocial rehabilitation team and shares responsibility for all functions of the program and its integrity. Works closely with other staff in sharing information and assisting with goal attainment for entire membership in so far as is possible. Makes him/herself available to support the safety and wellness of the member and staff of the program at all times.
18. *Serve as an appropriate model: It is a major responsibility for all staff persons to act as a model of appropriate adult

COMMUNITY SERVICES ASSOCIATE III
Center for Adult Rehabilitation Services – Crozet –Region Ten Community Services Board
Page 2

behavior which members can respect and will want to imitate.

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 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.

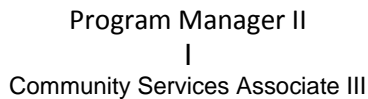
Abilities to: participate as a member of a rehabilitation team within a psychosocial clubhouse model; work alongside psychiatrically-disabled individuals in a mutual work effort; motivate members toward growth; counsel and problem-solve; assess member strengths and weaknesses and develop rehabilitation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

POSITION ORGANIZATION CHART



GRADE: 8

SCHEDULE: 75%/30 Hours Weekly

Position Description Updated: 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