

POSITION DESCRIPTION**COMMUNITY SERVICES ASSOCIATE I**

Recovery Support Services
Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Community Services Associate I

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves as a Community Services Associate I and is responsible for providing emotional support, transportation, and recovery support services to chemically dependent individuals and individuals with co-occurring disorders in the Region Ten catchment area. Incumbents will offer support and education to family members of individuals with addiction and co-occurring disorders.

The incumbent reports to the Recovery and Support Services Program Manager and receives assignments and clinical support from the Recovery Support Clinicians, and performs duties by proceeding in consort with other treatment providers. He/she is expected to perform duties as specified and according to the policies of Region Ten Community Services Board, as well as those of the Department of Behavioral Health and Developmental Services (DBHDS) office. He/she will represent this program to the community.

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. *Provide mentoring services (to include support, education, transportation, skill building, etc.) to 3-4 assigned individuals.
2. *Provide WRAP groups as assigned.
3. *Performs community outreach and support within the housing communities in Charlottesville.
4. *Provide support and education to family members as assigned.
5. *Provide transportation to and from residential programs, treatment, and other locations as assigned.
6. * Assist with the provision of ongoing celebrations for the recipients of the program.
7. Maintains necessary casework records to document the provision of support services.
8. *Receives supervision in accordance with Region Ten policy or as necessary
9. Attends required meetings and trainings as assigned.
10. Reads all agency communication
11. *Performs other duties as assigned in keeping with general description of this 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. Incumbent will have at least 1 of personal recovery or be the family member of an individual with a co-occurring or substance use disorder. Less than one year of personal recovery may be considered based on the strengths of the individual. High school graduate or have received a GED, preferred

In addition, the incumbent needs to possess the following knowledge, skills and abilities:

Knowledge of: Substance addiction and recovery. Co-occurring disorders and the interplay of SA and MH.

Skills in: engaging resistant or difficult clients, working with minorities, working with individuals involved in the criminal justice system and agencies providing criminal justice services. Word processing and computer operation.

Abilities to: establish rapport with individuals with an SA and/or co-occurring disorder and their families; perform outreach; accept supervision and seek it out, and work effectively with team members.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Clinical Provider Performance Evaluation Standards.

POSITION LOCATION:

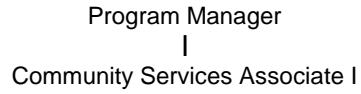
Region Ten Community Services Board
800 Preston Avenue
Charlottesville, Virginia 22903

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POSITION ORGANIZATION CHART



GRADE: 4

SCHEDULE: Flexible hours and work schedule.

Position Description Updated: August 4, 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.

Signature

Name Printed

Date