

POSITION DESCRIPTION**COMMUNITY SERVICES ASSOCIATE III**

Nelson County
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 in which the incumbent serves as a mental health skill building services provider at a Region Ten program for adults with serious mental illnesses. The incumbent is responsible for developing and implementing skills training programs aimed at improving the level of functioning of consumers. Areas of skills training include medication management, monitor health, nutrition and physical condition, provide assistance with personal care, ADLS and use of community resources. He/she is expected to attend team meetings, other professional meetings and represent the program to the community as needed.

The incumbent reports to the Director III, Nelson County for the schedule and assignment of work duties. He/she is monitored, trained and supervised in the performance of his/her tasks by the Director. 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 DBHDS.

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, evaluating the appropriateness of and need for various community mental health services, developing individual service plans, and monitoring and evaluating consumer status.
2. *Training in or reinforcement of functional skills and appropriate behavior related to consumers' health and safety, activities of daily living and use of community resources.
3. *Assisting with medication education, illness education and medication management.
4. *Monitoring of consumers' health, nutrition and physical health care conditions.
5. *Working collaboratively with consumers' case managers and other clinical care providers.
6. *Linking the individual directly to services and supports specified in the individual service plan.
7. *Assisting the individual directly for the purpose of locating, obtaining and effectively using community resources, including providing or arranging for transportation for individuals to access services.
8. *Enhancing community adjustment and integration by developing services or supports which increase opportunities for community access and involvement, including developing community living skills, civic and recreational services.
9. *Making collateral contacts with the individual's significant others (e.g. parents, friends, and siblings) to promote implementation of the service plan and optimal community adjustment.
10. *Demonstrate a thorough understanding of DMAS, DBHDS and licensure regulations.
11. *Maintaining necessary casework records to document the provision of Mental Health Support Services for Medicaid reimbursement.
12. *Attending in-service training and staff development programs to enhance mental health services.
13. *Acquires and maintains valid certification in First Aid, CPR, medication administration, and CPI.
14. *Reads all agency communication (i.e., ConnecTen, Region Ten's newsletter, E-mail, Credible Notifications, Credible Flyer, etc.).
15. *Performs other duties as assigned by supervisor.

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 must meet certification as QMHP (Qualified Mental Health Professional) as set forth by Department of Behavioral Health and Developmental Services. In addition, the incumbent must have at entry level the following knowledge, skills and abilities. These must be documented or observable in the application form of supporting documentation or in the interview (with appropriate documentation).

Knowledge of: serious mental illness in adults; treatment modalities; independent living skills training; supportive counseling; crisis intervention; discharge planning and services coordination; medical issues related to mental illness; substance abuse symptomatology; medications and side effects; different types of assessments and planning tools; consumers' rights; local community resources and service delivery systems including support services (e.g., housing, financial, social welfare, dental, transportation, communication, recreation, legal/advocacy, churches, clubs, self-help groups); eligibility criteria and intake processes; discharge criteria; types of mental health programs and services; effective oral, written and interpersonal communication principles and techniques; general principles of record documentation; the service planning process and major components of a

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service plan.

Skills in: skills building training; interviewing; observing, recording and reporting on an individual's; identifying and documenting a consumer's needs for resources, services and other supports; using information from assessments, evaluations, observations and interviews to develop service plans; identifying services within the community and established service system to meet the individual's needs; formulating, writing and implementing ISPs to promote goal attainment for adults with SMI; negotiating with consumers and service providers; coordinating the provision of services by diverse public and private providers; identifying community resources and organizations; coordinating resources and activities; using assessment tools; providing consultation; computers and clinical documentation.

Abilities to: demonstrate a positive regard for consumers and their families (e.g., treating consumers as individuals, allowing risk taking, avoiding stereotypes, respecting consumers' and families' privacy, believing consumers are valuable members of society); be persistent and remain objective; work as a team member, maintaining effective inter- and intra-agency working relationships; work independently, performing position duties under general supervision; communicate effectively, verbally and in writing; drive defensively.

CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:

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

POSITION LOCATION: Nelson Counseling Center
71 Tanbark Plaza
Lovingston, VA 22949

POSITION ORGANIZATION CHART

Director III
|
Community Services Associate III

GRADE: 8

SCHEDULE: Monday- Friday 8:30 am – 5:00 pm; occasional phone calls after hours if consumers are involved in emergency situations.

Position Description Updated: August 31, 2015

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