

**POSITION DESCRIPTION****IST PEER RECOVERY SPECIALIST\_ CSA III**

Assertive Community Treatment  
Center for Community-Based 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 as a Peer Recovery Support Specialist/CSA III for the Assertive Community Treatment Team (ACT) and is responsible for an array of direct supportive services to persons with serious mental illnesses living in apartments or other housing arrangements. Services will include promoting recovery, wellness, self-advocacy, development of natural supports, self-awareness and values, and the maintenance of community living skills with an overall goal of assisting consumers to remain psychiatrically stable. The incumbent utilizes his/her experiences as a peer support to engage, motivate, and support ACT consumers.

The incumbent reports to the Program Manager for ACT, and performs duties by proceeding in consort with other treatment providers. The PRS is expected to perform duties as specified and according to the policies of the Region Ten Community Services Board, as well as those of the Department of Behavioral Health and Developmental Services (DBHDS).

The essential functions of this job are starred below (\*) under "Major duties."

Major Duties:

1. \*Attend daily ACT morning meetings for the continued care coordination of our consumers.
2. \*Provide support services to individuals with co-occurring or substance use disorders.
3. \*Provide WRAP programming for consumers of the ACT team.
4. \*Collaborate with the consumer to develop an individual service plan according to the consumer's strengths and needs; follow tenets of the Person-Centered Planning process; provide ongoing monitoring of the consumer's mental status and plan/perform interventions accordingly.
5. \*Provide all rehabilitative services to consumers, including but not limited to training in ADL's; monitoring of and assistance with attending to nutritional needs; assisting with medication management; helping to locate and effectively use community resources; enhancing community adjustment and integration by developing services which increase opportunities for community access and involvement; providing social skills training to increase the consumer's social competence.
6. \*Maintain appropriate consumer records, staying up-to-date on all required paperwork and documentation for billing.
7. \*Participate in daily staff organizational meetings and treatment planning review meetings.
8. \*Attend in-service training and staff development programs to enhance service understanding and provision.
9. \*Acquire and maintain valid certifications such as CPR, First Aid, and medication administration. All ACT employees must maintain a valid driving license.
10. \*Read all agency communications and follow through on requirements.
11. Perform specific tasks as assigned related to program requirements, as detailed below:

***Psychiatric Treatment and Substance Use Treatment Services***

1. Contribute to the assessment of consumers' mental illnesses symptoms and consumers' response to treatment. Make appropriate changes in treatment plans to ensure immediate and appropriate interventions are provided in response to changes in mental status or behavior that put consumers at risk (e.g., suicidality).
2. Provide direct services to consumers on an individual basis in the office and community settings providing behavioral symptom-management techniques, and assist consumers in coping with internal and external stresses.

***Structuring Time and Employment***

1. Provide work-related supportive services such as assistance with grooming and personal hygiene, appropriate clothing, time management (wake-up calls, reminders), and transportation.
2. Make referrals to the ACT Employment Specialist and/or Case Manager and assist as necessary in consumer participation.

***Activities of Daily Living Services***

1. Provide ongoing problem-solving, side-by-side services, skills training, supervision (e.g. prompts, assignments, monitoring, encouragement), and environmental adaptations to assist consumers with activities of daily living.
2. Encourage consumers to complete personal hygiene and grooming tasks.
3. Provide nutrition education, meal planning, grocery shopping, and food preparation.
4. Assist consumers with obtaining and/or maintaining a safe and affordable place to live- apartment hunting, finding a roommate, landlord negotiations, cleaning, and procuring necessities (e.g. telephone, furnishings, linens).
5. Support consumers performing household activities, including house cleaning and laundry.
6. Ensure that consumers have adequate financial support (e.g. can gain employment or apply for entitlement). Teach money-management skills (e.g. budgeting and bill paying) and assist consumers in accessing financial services (e.g.

**COMMUNITY SERVICES ASSOCIATE III**  
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professional financial counseling, emergency loan sources).

7. Help consumers access reliable transportation (e.g. obtain a driver's license and car, arrange for cabs, access the bus lines, find rides.)
8. Assist consumers with scheduling, transporting, and attending medical appointments.

***Social and Interpersonal Relationships and Leisure Time***

1. Plan, structure, and prompt social and leisure-time activities on evenings, weekends, and holidays.
2. Provide side-by-side support and coaching to help consumers socialize (e.g. going with a consumer to a basketball game, coaching and supporting a consumer before he or she goes to a family reunion).
3. Organize and lead individual and group social and recreational activities to structure consumers' time, increase social experiences, and provide opportunities to practice social skills and receive feedback and support.

***Support***

1. Provide practical help and support, advocacy, coordination, side-by-side individualized support, problem-solving, direct assistance, training, and supervision to help consumers obtain the necessities of daily living including medical and dental health care; legal and advocacy services; financial support such as entitlement (e.g., SSI, SSDI and veteran's benefits) or housing subsidies (e.g. HUD Section 8); supported housing (e.g. adult foster care, paid roommates, meals brought in for those who need it); money-management services (e.g. payee ships); and transportation.

**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. Staff shall be a certified peer recovery specialist (CPRS), or shall become certified within the first year of employment. Must be able to perform CPR/First Aid intervention. The Peer/Community Services Associate III must have life experience with services for mental illnesses. In addition, the incumbent must possess the following knowledge, skills, and abilities:

**Knowledge of:** characteristics of severe mental illness and mental illness with co-occurring disorders; psychosocial rehabilitation principles and techniques; crisis prevention and management; procedures for preventing, diffusing, and managing aggression; emergency procedures; first aid; CPR; computer skills.

**Skills in:** implementation of psychiatric rehabilitation goals and objectives for each consumer; monitoring consumer mental status; observing medication effects, identifying alcohol or drug abuse; relating to a wide array of psychiatric impaired consumers; recognizing and responding to medical emergencies; establishing supportive trusting relationships with persons with severe and persistent mental illnesses and respect for consumer rights and personal preferences in treatment are essential.

**Abilities to:** make sound and safe decisions as regards behavior management, health needs, and emergencies; perform work assignments under little or no direct (i.e. present) supervision; analyze needs of consumers and respond appropriately; de-escalate and manage aggressive persons; and drive defensively.

**CLINICAL PROVIDER PERFORMANCE EVALUATION STANDARDS:**

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

**Position Location:** ACT Offices  
800 Preston Avenue  
Charlottesville, VA 22903

**POSITION ORGANIZATION CHART**

Program Manager  
|  
Peer Recovery Support Specialist/CSA III

**GRADE:** 8/9

**SCHEDULE:** 8:30-5 M-F, possibly rotating evening & weekend shifts.

Position Description Updated: October 23, 2024

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

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Date