

## Green County

### Position Description

**Job Title:** COMMUNITY SUPPORT PROGRAM – COMMUNITY SUPPORT SPECIALIST  
**Department:** HUMAN SERVICES  
**Reports To:** CSP SUPERVISOR  
**Grade:** 66  
**Status:** Full-Time  
**FLSA Status:** Nonexempt (Hourly)  
**Prepared by:** Mickey Rockey, CSP Supervisor  
**Prepared Date:** May 2018

#### **SUMMARY:**

Under the general supervision of the CSP Supervisor, the Community Support Specialist is responsible for the provision of direct clinical services (i.e. symptom management/support, psychosocial rehabilitation, employment related skills training, transition to community services and case management services).

The majority of clinical services are provided in the client's home or community with travel required throughout Green County. Hours of coverage include Monday through Friday from 8:00 A.M. to 4:30 P.M. with the exception of one late shift (11:30 A.M. to 8:00 P.M.) every other week; Nine late shift Fridays (11:30 A.M. to 8:00 P.M.) per year; One holiday shift (12:45 P.M. to 6:00 P.M.) per year; Three weekends (Saturday & Sunday, 10:00 A.M. to 7:00 P.M.) per year and assigned rotational monthly on-call (which includes, nights, weekends and holiday coverage).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Psychiatric assessment, treatment and clinical case management.
  - A1. Provides psychotherapeutic, supportive, educative and psychosocial services to an assigned number of clients or client groups in the areas of psychiatric symptomatology, interpersonal/social opportunities, general medical/dental health, vocational rehabilitation including client specific ADL teaching/training, developing and coordinating resources assuring basic needs of clients are met (housing, legal, medical, dental, and/or financial, etc.) and as needed delivers and observes client's medications.
  - A2. Documents client progress in the permanent clinical record of the client according to unit policy and procedures.
  - A3. Provides representative payee services (manages funds/pays bills, keeps accurate accounting of checkbooks, teaches budgeting skills) for assigned clients, completes necessary paperwork and consults with outside agencies in order to maintain client benefits.

- A4. Performs mental status assessment and suicide assessment of CSP clients as well as provide crisis intervention services.
- A5. Attends and participates in daily CSP interdisciplinary team meetings.
- A6. Develops, implements, evaluates and revises overall treatment goals, plans, crisis plans and functional screens for an assigned number of clients.
- A7. Consults with community agencies and with families to maintain involvement and coordination with the treatment process.

Performs additional duties and responsibilities as may be assigned by the CSP Supervisor.

## **SUPERVISORY RESPONSIBILITIES**

None

## **QUALIFICATIONS**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION and/or EXPERIENCE**

The Community Support Specialist shall have a Master's degree in social work, nursing, rehabilitation counseling, psychology or a degree in a behavioral science, plus:

- A. Knowledge and understanding of Assertive Community Treatment and the implementation of treatment practices specific to a CSP serving persons with mental illness.
- B. Knowledge of the clinical symptoms of the major mental illness and their comprehensive effects to the client.
- C. Knowledge of counseling techniques, principles and practices with clients and their families.
- D. Ability to work in a multi-disciplinary team.
- E. (Preferred) 3,000 hours of supervised clinical practice experience in a practice where the majority of clients are adults with chronic mental illness OR 1,500 hours of supervised clinical experience in a CSP.

## **LANGUAGE SKILLS**

- A. Ability to precisely communicate client's symptomatology during multi-disciplinary team meetings.
- B. Ability to utilize active listening skills and empathy when communicating with clients in order to assist them in their treatment recovery process.
- C. Being culturally responsive to clientele from diverse backgrounds by treating individuals with dignity and respect.
- D. Consistently communicate effectively and professionally with Green County citizens, clientele, colleagues and personnel in outside agencies.
- E. Ability to maintain written and electronic documentation of clinical and medical records and develop accurate, precise and individualized treatment/crisis plans.
- F. Possess knowledge of and utilizes Microsoft Office.

## **MATHEMATICAL SKILLS**

- A. Ability to perform basic math (add, subtract, multiply and divide) needed to create client budgets and reconcile checkbooks.

## **REASONING ABILITY**

- A. Possess critical thinking skills
- B. Possess organizational skills – ability to prioritize tasks according to the immediate needs of clientele, meeting paperwork deadlines

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- A. Possession of a valid driver's license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, climb stairs, twist and turn when getting in and out of vehicle, smell and use hands to finger, handle, or feel. The employee may frequently be in homes where they are exposed to bodily fluids/communicable diseases. The employee is occasionally required to reach with hands and arms, stoop, kneel, squat and crouch. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of the position, the employee is occasionally exposed to bodily fluids/communicable diseases and exposed to outdoor weather conditions. The noise level in the work environment is usually mild.

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This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgement, to be proper.

This job description is not a contract for employment.

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date