

NORTH CENTRAL MISSOURI MENTAL HEALTH CENTER

Job Description for CHILDREN AND YOUTH SERVICES COMMUNITY SUPPORT SPECIALIST

A. DEFINITION

The Children and Youth Services Community Support Specialist assists children and youths in gaining services and supports to maximize functioning within a family setting and the community.

B. RESPONSIBILITIES

1. Provide a minimum of 900 face-to-face client contacts per fiscal year (20 contacts weekly).
2. Dictate or type documentation or related paperwork contemporaneously with service provision (within three (3) business days) and in accordance with agency and certification standards.
3. Complete individual treatment rehabilitation plans, quarterly reviews, progress notes, financials, critical intervention plans, status reports and DLA-20's as stipulated by program requirements.
4. Maintain a mixed caseload of a minimum of 20 to 30 clients.
5. Provide individualized treatment, advocacy, monitoring and service brokering to each child or youth on assigned caseload.
6. Promote measurable improvement in mental/medical health outcomes.
7. Participate weekly as a member of an interdisciplinary team.
8. Communicate information about a client to key staff who provides services to the client.
9. Complete required continuing education hours as required by certification standards.
10. Complete expense vouchers and daily schedule on CareLogic as required.
11. Complete orientation according to DMH certification standards.
12. Attend all clinical and staff meetings as directed.
13. Maintain client confidentiality.
14. Demonstrate competency for, at minimum, the following core competencies:
 - a. Incident Reporting; Progress Notes; Scheduling; Treatment Planning (as assigned); Quarterly Crisis Peer Review (when assigned to the crisis team); CSS Specialist Visit.
15. Perform related work as requested to carry out the purposes, goals and objectives of the agency.

C. QUALIFICATIONS

- A Qualified Mental Health Professional, or an individual with a bachelor's degree in a human services field (i.e., education, nursing, criminal justice, recreational therapy, social work, psychology, human development and family studies, counseling, child development, gerontology, rehabilitation counseling, sociology); OR

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- **At least two years of higher education with two years of experience in psychiatric, substance abuse treatment, or developmental disabilities; or any 4-year degree with two years of experience in psychiatric, substance abuse treatment, or developmental disabilities. Experience is to have included some combination of the following:**
 - **One-on-one, or group, services with a rehabilitation/habilitation and recovery/resiliency focus;**
 - **Taught and modeled for individuals how to cope and manage psychiatric, developmental, or substance abuse issues while encouraging the use of natural resources;**
 - **Supported efforts to find and maintain employment for individuals and/or to function appropriately in families, school and communities;**
 - **Assisted individuals with psychiatric, substance abuse or developmental disabilities to achieve the goals and objectives on their individualized or person-centered plan; OR**
- **Four years of equivalent experience with consumers and their families receiving psychiatric, substance abuse, developmental disabilities services to move towards their personal, social and vocational competency in order to live successfully in the community. Experience to have included some combination of the following:**
 - **One-on-one, or group, services with a rehabilitation/habilitation and recovery/resiliency focus;**
 - **Taught and modeled for individuals how to cope and manage psychiatric, developmental, or substance abuse issues while encouraging the use of natural resources;**
 - **Supported efforts to find and maintain employment for individuals and/or to function appropriately in families, school and communities;**
 - **Assisted individuals with psychiatric, substance abuse or developmental disabilities to achieve the goals and objectives on their individualized or person-centered plan.**
- **Knowledge of the community and services is preferred. Community Support Specialist traits should include integrity, honesty, openness, cooperative, high level of initiative and self-confidence. Job requires the ability to relate to a variety of professionals, children of all ages and their legal guardians.**
- **Valid driver's license, automobile and required liability insurance.**
- **Willingness to work flexible hours during the week and weekend.**

D. SUPERVISION

Directly responsible to the Children and Youth Services Director

E. CLASSIFICATION

Non-Exempt

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F. COMPONENT
Clinical

G. MINIMUM STARTING SALARY
\$26,184