

**KENNETH YOUNG CENTER (KYC)  
HUMAN RESOURCES**

**POSITION DESCRIPTION AND POSTING**

**PART-TIME BEHAVIORAL SUPPORT SPECIALIST  
ADULT RECOVERY SERVICES  
ADULT DIVISION & HOUSING DIVISION**

**Job Scope:** Provide in-home and community-based skill building focused on activities of daily living, home maintenance, and interpersonal skills with adults diagnosed with mental illness consistent with the individual service plan. These services may be on a planned, regular basis and will have a start and end date.

**Essential Functions:** The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I. Primary Responsibilities**

A. Clinical Responsibilities

1. These services will include but are not limited to:
  - Development of leisure skills for SMI
  - Orienting clients to his or her own community and resources
  - Development of skills for making and keeping friends
  - Setting limits and providing structure
  - Development of home maintenance skills for home living
  - Assisting clients in defining and developing his or her interests
  - Educating and practicing healthy living skills
  - Working in conjunction with both PSR and TLP staff to address meeting service needs of the client
  - Goal review and development of new treatment goals
2. Participate in supervision as directed with the Coordinator
3. Participate with the Coordinator in regular performance evaluations
4. Work cooperatively with other staff to maintain smooth continuity of care when cases are shared

B. Administrative Duties

- Receive input from the Coordinator and provide feedback regarding administrative issues
- Submit, in a timely and accurate fashion, documentation as required by the Centers' policies and procedures
- Participate in orientations and training programs of the Center as directed
- Attend all required meetings and supervision

**II. General Competencies**

- A. Promote positive image of KYC with all contacts (customers)

- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

### **III. Core Competencies**

- A. Provide Care Planning Coordination
- B. Provide Treatment/Care Services

### **IV. Special Competencies**

- A. Aware of issues affecting adults with chronic mental illness
- B. Able to establish therapeutic relationship with the client
- C. Able to locate and engage in activities which are related to the service plan

### **V. Work Environment**

- A. While performing the duties of this job, the employee occasionally works in an office setting.
- B. Employee primarily works in the community.
- C. Driving with clients is required in order to accomplish various tasks

### **VI. Physical Demands**

- A. 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.
- B. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and to reach with hands and arms. The employee is frequently required to stand, talk and hear.

### **VII. Position Requirements**

- A. Associates degree or equivalent from an accredited college or university in social services or a related discipline or the equivalent education and experience to be classified as a RSA or MHP under Rule 132, or 3 years' experience working with Adult MI population
- B. Previous experience working with adults
- C. Minimum age 21 years
- D. Ability to work evenings and Saturdays
- E. Willingness to drive to clients' homes and provide services in the community
- F. Excellent driving record

### **VIII. Chain of Authority**

- A. Reports to Behavioral Support Team Lead/Recovery Counselor

## **IX. Schedule/Timekeeping**

- A. Part-Time, Hourly, Minimum 10 hours/week
- B. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.
- C. Timekeeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.

*Kenneth Young Center is an Equal Opportunity Employer*