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**KENNETH YOUNG CENTER  
HUMAN RESOURCES**

**POSITION DESCRIPTION & POSTING**

**COMMUNITY SUPPORT TEAM COUNSELOR**

**Job Scope:** Actively contribute as a clinician working on a community based team providing intensive, holistic and recovery oriented behavioral health services to persons living with serious and persistent mental illness who desire to live independently and engage fully in community life. Community Support Team (CST) members provide and coordinate a range of individual treatment services that target assessed areas of functional impairment and promote independence through the development and use of natural community supports. Treatment services are delivered at flexible times that meet consumers' needs and in settings that offer the best potential for positive outcomes.

**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. Provide assessment, service planning and supportive counseling services
2. Provide independent living skills training, supportive therapy, case management, community support, crisis intervention and stabilization services to CST clients
3. Provide transition services for Colbert and Williams Class Members moving from a nursing home by locating housing, coordinating with family and nursing home staff, and linking with medical providers and community resources
4. Facilitate referrals for additional services consistent with assessed needs and consumer's desired outcomes
5. Meet regularly with CST members to integrate care provision and share clinical responsibilities so that adequate coverage is available to clients at all times
6. Routinely consult with other Adult Team members including vocational, psychosocial rehabilitation, and psychiatry to address specific client related clinical issues and coordinate care strategies
7. Promote opportunities for clients to build natural systems of support within their communities through exposure to recreational, spiritual, educational, vocational, volunteer and civic activities
8. Work cooperatively with other Center units/staff to maintain smooth transitions and effective continuity of care when cases are shared
9. Participate with other CST members in regular 24/7 on-call crisis and stabilization coverage

**B. Administrative and Performance Requirements**

1. Work with Community Support Team Leader and Team members to assess, plan, and participate in provision of services
2. Meet productivity target estimated at 60% billable service

3. Cross train and provide coverage for Myers Place and Transitional Living program staff
4. Participate in supervision as directed and seek additional clinical and program consultation as needed
5. Participate in All Staff meetings, Community Support Team Meetings, and other team and clinical staff meetings and trainings as directed by supervisor
6. Interpret and communicate, at the service delivery level, Center policies and procedures
7. Complete all clinical documentation and required reports in an accurate and timely manner
8. Meet agency quality and compliance standards

## **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 and respectfully
- H. Make use of supervision
- I. Contribute to development of a culture of care

## **III. Core Competencies**

- A. Ability to effectively assess mental health needs and develop client driven treatment plans
- B. Effectively demonstrate initial and continued medical necessity for all care provided
- C. Ability to effectively work as a member of a multidisciplinary team and encourage building of natural community support
- D. Demonstrate the ability to consistently meet productivity and compliance requirements.

## **IV. Special Competencies**

- A. Demonstrated knowledge of adult treatment modalities including individual and group skills training, case management, and crisis intervention
- B. Skill in the use of motivational interviewing and engaging clients in self-directed care
- C. Ability to effectively coordinate care and plan for discharge
- D. Demonstrate a working knowledge of community resources that enhance recovery

## **V. Work Environment**

- A. While performing the duties of this job, the employee regularly works in an office setting
- B. A majority of the employee's time will be spent in the community, driving to and from client homes and providing case management in the home
- C. In supporting clients to live independently, employee may be exposed to varying home conditions

## **VI. Travel Requirements**

- A. While performing essential functions, the employee travels by automobile and is exposed to changing weather/road conditions, fumes, and airborne particles.
- B. Will be required to drive daily for meetings and/or visits to residential facilities.

- C. Will work in varied residential environments based on assigned caseload.

**VII. 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.
- C. The employee is regularly required to drive in the community and must be able to use their faculties to drive safely and in compliance with Illinois laws
- D. Employee may be required to carry up to 20 pounds to transport personal items and utilize up to 3 flights of stairs

**VIII. Education, Experience and Other Requirements**

- A. Bachelors from an accredited college or university in social work, psychology or a related discipline.
- B. 1-2 years' experience working with individuals with serious and persistent mental illness providing a variety of clinical interventions including case management and community support
- C. 1 year experience working in non-traditional treatment environments i.e.in-home, residential, community settings
- D. Basic computer proficiency, knowledge of Word and Internet skills
- E. Applicant must have a valid IL Driver's License and daily access to a well maintained/insured vehicle

**IX. Chain of Authority**

- A. Reports to Community Support Team Lead

**X. Schedule/Timekeeping**

- A. Exempt, Full-Time, 37.5 hour work week
- B. Must work a flexible schedule in response to the needs of the target population served, including evening and Saturday hours.
- 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*