

Posted 8/18/17

KENNETH YOUNG CENTER
HUMAN RESOURCES

POSITION DESCRIPTION & POSTING

**PART-TIME DROP-IN CENTER RECOVERY
SUPPORT SPECIALIST**

Job Scope: Actively contribute as a Recovery Support Specialist to offer a community based, member driven drop-in center that offers recovery focused support, advocacy, leisure and enrichment activities to persons living with mental illness and disabilities who desire to engage fully in community life. Drop-in staff members provide and coordinate a range of activities aimed at engaging and motivating members living independently in the Northwest Suburbs. The drop-in center will be open at flexible times that meet member identified social, interpersonal, and educational/informational needs that improve their level of community integration, stability, and personal satisfaction. The drop-in staff will also serve as early identifiers of risk or instability in members and be able to intervene and encourage members self-refer or take actions to refer members to more formal clinical services

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. Responsibilities

A. Program Operations

1. Engage Drop-in members to actively use the center to increase level of community integration and build leisure time, activities, and interests.
2. Assist in planning and implementation of Drop-in center activities
3. Responsible for travel assistance and transportation
4. Participate in Drop-in Member Advisory Council
5. Provide supportive peer counseling utilizing personal experience to establish a warm and empathic connection with members and their families/significant others as needed
6. Facilitate leisure group activities
7. Promote opportunities for members to build natural systems of support within their communities through exposure to recreational, spiritual, educational, vocational, volunteer and civic activities
8. Work with members to follow Wellness Action Recovery Plans
9. Work cooperatively with other Center teams/staff to maintain smooth transitions and effective continuity of care

- B. Administrative and Performance Requirements
 - 1. Assist in development and maintenance of local community resources and groups (NAMI, AA etc.), recovery literature, on-line materials/websites to support members
 - 2. Participate in supervision as directed
 - 3. Participate in team and other agency meetings and trainings as directed by supervisor
 - 4. Interpret and communicate, at the service delivery level, center policies and procedures

II. General Competencies

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Is flexible, able to change priorities
- D. Demonstrate cooperation and ability to work as part of the team
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly and respectfully
- H. Demonstrate the ability to challenge and confront
- I. Seek and make use of supervision
- J. Contribute to development of a culture of care

III. Core Competencies

- A. Ability to effectively engage and motivate members to participate in activities offered at Drop-In
- B. Ability to refer members to appropriate services and help coordinate care
- C. Act honestly and ethically in all member interactions
- D. Ability to effectively work as a member of a multidisciplinary team and encourage building of natural community support

IV. Special Competencies

- A. Awareness of issues affecting adults with chronic mental illness
- B. Skills in the use of motivational interviewing and engaging members in self-directed care
- C. Demonstrate a working knowledge of community resources that enhance recovery
- D. Certified Recovery Support Specialist (CRSS) certification or course work completed and able to obtain certification within time frames as negotiated by funder
- E. Understanding of Wellness Action Recovery Plan (WRAP) and has personal WRAP plan
- F. Requires significant personal experience with the mental health system as a primary consumer of services

V. Education, Experience and Other requirements

- A. High School Diploma
- B. Certified Recovery Support Specialist (CRSS) certification or course work completed and able to obtain certification within time frames as negotiated by funder
- C. Must be in recovery and current or former recipient of services

- D. 1 year of related work and/or volunteer experience
- E. Basic computer proficiency, knowledge of Microsoft Word and Internet skills
Applicant must have a valid IL Driver's License, be insurable, and willing to transport members.

VI. Work Environment

- A. This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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 the job.
- B. While performing the duties of this job, the employee is regularly required to talk or hear, use eyes to see and scan the environment
- C. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms; bend or stoop as necessary.
- D. Employee is occasionally required to carry, move, or transport health records or other objects weighing as much as 25lbs while conducting group and individual therapy sessions.

VIII. Travel

- A. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather and road conditions.
- B. The employee is required to drive the KYC owned passenger van to and from client homes and to various sites in the community and surrounding areas.
- C. Employee may also be required to attend occasional meetings/trainings in and around KYC's catchment area.

IX. Chain of Authority

- A. Reports to the Drop-In Center Recovery Support Specialist Team Lead

X. Schedule/Timekeeping

- A. Part-time, Hourly
- B. Must be prepared to work a flexible schedule in response to the needs of the target population served, including evening, weekend hours and some holidays.
- 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