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| Job Title: | | Adult Community Support Associate | | FLSA: | Non-Exempt | |
| Department/Group: | | Community Services | | Reports To: | VP of Community Services | |
| Location: | | Mason | | Travel Required: | Yes | |
| Position Type: | | Part-Time | | | | |
| HR Contact: | | Christal Henderson | | Date posted: | February 3,2 023 | |
| Will Train Applicant(s): | | Yes | | Posting Expires: | ----- | |
| Applications Accepted By: | | | | | | |
| Drop off at Comprehend Office  611 Forest Avenue  Maysville KY, 41056 | | | Email:  chenderson@comprehendinc.org | | | |
| Job Description | | | | | | |
| Role and Responsibilities   * Help the consumer to engage in activities in and around the community in conjunction with the objectives in individualized treatment plan * Provides assistance with daily life skills * Attend trainings. * Work with supervisor to develop, recruit CSA staff and enhance CSA services * Outline a program of service that combines multidisciplinary approach to treatment * Outline methods of outcome management that can be tied to billable services * Update yearly paperwork as need on existing clients who are medication management only * Timely completion of medical records documentation as required. * Other duties as may be assigned. * Meet with interdisciplinary team around consumers as needed.   **Qualifications and Education Requirements**   * Must have a High School Diploma, Bachelor’s Degree preferred * Have one year of full-time experience working with individuals who receive services for treatment of a mental health disorder or co-occurring disorder   **Special Requirements**   * Valid driver’s license and dependable transportation. * Ability to transport client (in Company vehicle). * Must successfully pass criminal records check and urine drug screen. * Must be certified in CPR (or get Certification upon hire). | | | | | | |
| Reviewed By: | CSA Program Coordinator | | | Date: | 02/3/2023 | |
| Approved By: | Human Resources | | | Date: | 02/3/2023 | |
| Employee Signature: |  | | | | |
| Last Updated By: | 02/3/2023 | | | | |