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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 Office611 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).
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| 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 |