

**NORTH CENTRAL BEHAVIORAL HEALTH SYSTEMS, INC.**

**POSITION DESCRIPTION**

**POSITION:** Community Support Specialist

**STATUS:** Non Exempt

**LOCATION:** Canton and Macomb

**HOURS:** Full-time or Part-time

**ESSENTIAL FUNCTION:**

Provides outreach-oriented services for individuals requiring a higher level of intensity and involvement. Performs counseling services, community support, limited assessment, crisis coverage, and linkage to other services for clients and/or their families. Assists individuals with daily living skills utilizing Evidenced Based curricula driven materials, practicing learned coping strategies and applying for eligible benefits. Assumes a caseload of clients; under supervision, provides services in accordance with treatment plans and documents the provision of treatment services. Variable work schedule including rotations to provide crisis services.

Reports to the Clinical Supervisor

**RESPONSIBILITIES:**

1. Supports seriously and persistently mentally ill clients and/or seriously emotionally disturbed clients in their environment acclimate to the community, build skills and self-esteem, advocating for the client in all situations.
2. Provides encouragement and resources to the client's family or caretaker.
3. Provides intake and crisis services, develops treatment plans and participates in evaluation of methods and procedures.
4. Provides individual, brief and group counseling services to clients
5. Provides consultation and education under supervision.
6. Prepares and maintains necessary client records and reports in accordance with licensing and accreditation standards and agency policies/procedures.
7. Documents client response to individual and group therapy in approved formats including individual and group progress notes.
8. Participates in the Performance Improvement activities of the agency.

9. Provides appropriate linkage and referral according to agency mission, values, policies and procedures.
10. Insures that defined individual rights and responsibilities of clients, their families, visitors, and co-workers are honored.
11. Supports and implements the agency organizational and clinical policies and procedures.
12. Participates in regular agency staffings, clinical supervision, and training as determined.

The above statements reflect the general duties considered to describe the principal functions of the position identified, and shall not be considered as a detailed description of all the work requirements that may be inherent to the position.

**QUALIFICATIONS:**

Minimum of bachelor's degree in social or mental health related field.  
Experience in mental health and substance abuse services is preferred.

**If you are interested in this position, please send application/resume to: [hr@ncbhs.org](mailto:hr@ncbhs.org) or mail to NCBHS, PO Box 1488, LaSalle, IL 61301.**