

Job Title: Community Support Specialist **Department:** Outpatient Ottawa/LaSalle offices

Reports to: Community Based Program Manager **Effective Date:** Immediately

Job Summary: Provides individual and group services, including case management interventions to adults and youth within the office, home and community.

Duties/Responsibilities:

- Works as liaison between inpatient hospitalizations, emergency rooms and nursing homes to plan for discharge and follow up care
- Provides person centered case management and individual and group counseling
- Advocates on behalf of individuals to obtain needed resources, housing and healthcare
- Facilitate interventions that focus on learning skills and ways to manage mental health issues and physical health issues
- Teaches skills using evidence based curriculum about symptom management, recovery, interpersonal, daily living, problem solving, healthy living, social connectedness, medication management and communication.
- Provides appropriate linkage and referral and assistance with entitlements
- Actively participates in agency meetings, trainings and supervision
- Completes documentation of services
- Provides crisis intervention as necessary on rotating call basis

Education and Experience:

- Required Bachelor's Degree in social service field or Bachelor's Degree in like field and two years' experience in Mental Health or Associates of Arts Degree in related field and five (5) years of Mental Health experience.
- Preferred 1-2 years' work experience in mental health field
- Valid driver's license, insurance and vehicle

Salary and Benefits

- Competitive Salary with potential for annual increases
- Full Time Benefit package, including Health, Dental, Vision Insurance. LTD, 401K, PTO, Holidays
- Additional pay for after hours on call and call out pay

Application Process

Please send resume to HR@ncbhs.org