

# FOUR RIVERS BEHAVIORAL HEALTH

## Official Posting Notice

Effective [11/2/17] a vacancy for this position has been declared at the [CIS – D/ID]. Any individual interested in this position should contact the FRBH Human Resource Department at 425 Broadway, Paducah, KY 42001; phone # (270) 444-3625.

**Job Title: Community Support Professional**

**Pay Grade: 14**

**Wage and Hour Status: Non-Exempt**

**Assigned to Scale: 7/17/08**

**Revised: 8/26/16**

**06/04/17**

## JOB DESCRIPTION

### I. Position Overview:

This position is either full-time or part-time with a regular but flexible schedule. An individual who is hired into a Community Support Professional position will use a different role-specific title for purposes of funding-source and/or credentialing-body recognition. The role-specific title(s) to be used will be identified in the Community Support Professional's **Appointment Letter**. Regardless of title, this position is responsible for the coordination of community based services that are being provided to individuals that are assigned to their caseload. The Community Support Professionals will assist their assigned individuals in gaining access to, and receiving, needed social, medical, educational, vocational, residential, and other services, as directed in the individual's service plan. This position may also be responsible for a variety of tasks that are nonetheless essential under the heading of "Miscellaneous Duties". Immediate administrative and clinical supervision will vary by program assignment; however, ultimate local supervision will be through an assigned Site Administrator or Program Coordinator.

### II. Major Tasks / Responsibilities

#### A. Direct Services

1. Conducts assessments/reassessments according to program or funding stream requirements.
2. Conducts team meetings to develop program and consumer specific service plans.
3. Monitors the implementation of program specific service plans.
4. Arranges for and assists assigned consumers in accessing needed services.
5. Develops and maintains appropriate and supportive relationships with consumers, guardians, and as appropriate their significant others.
6. Monitors progress, services, plan effectiveness, health, safety, and welfare of assigned consumers.
7. Advocates on behalf of assigned consumers.
8. Enhances consumers' natural support systems.
9. Assists in consumer crises and crisis planning.
10. Conducts visits with the consumers in their home, school, work, etc. as deemed appropriate.
11. Makes presentations to committees according to program requirements.
12. Provides prompt follow-up regarding service commitments.

#### B. Programmatic Responsibilities

1. Ensures consumers continue to meet program eligibility requirements.
2. Acts as a liaison to referral sources.
3. Ensures other service providers have current plans and other paperwork as program requirements mandate.
4. Ensures compliance by other service providers to the consumers' support plans.

#### C. Administrative Responsibilities

- A. Documents services provided according to program specific guidelines and corporate policies.
- B. Prepares and completes necessary data reports.
- C. Completes all employee related paperwork in an accurate and timely manner.

**D. Miscellaneous**

1. Meets productivity standards as assigned.
2. Works cooperatively with other Community Support Professionals to facilitate smooth inter-program functioning.
3. Maintains any resource or other informational files as assigned.
4. Attends periodic meetings and/or trainings as assigned.
5. Performs other duties or responsibilities as needed or assigned.

**III. Minimum Qualifications**

- A. Must have a bachelor's degree in a behavioral health discipline that will qualify the professional for billability under the funding source(s) related to the individuals to be served.
- B. Experience as defined for credentialing/billability eligibility under the funding source(s) related to the individuals to be served.
- C. Must have an endorsement from an Interview Team, under the guidance of the relevant Vice President, which supports the opinion that there is reason to believe the individual has the basic skills necessary to perform the duties of the specific role to be filled.
- D. Must have a valid driver's license and insurable driving record.
- E. Must pass all required initial and annual background checks.
- F. Must meet any program specific health status requirements.

**Confirmation**

With my signature below I affirm that this job description was explained to me on the date indicated.

\_\_\_\_\_  
**Candidate/Employee**

\_\_\_\_\_  
**Date of Explanation**