

**TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT [WWW.CRIDERCENTER.ORG](http://WWW.CRIDERCENTER.ORG). YOU CAN ATTACH YOUR RESUME THERE. (IF YOU HAVE A COVER LETTER, INCLUDE THE COVER LETTER AND RESUME ALL IN THE SAME DOCUMENT)**

**Community Support Vocational and Benefits Specialist  
Level 4 – Exempt  
Location: Wentzville  
Hours: Monday-Friday  
Salary: \$34,200/year commensurate with experience**

**A. Description**

Community Support Vocational and Benefits Specialists provide the following community support, vocational and benefits services to adults and child/family.

**Core Responsibilities:**

- Assessment and monitoring of a person's adjustment to community living and providing guidance and support in the development of adaptive community living skills. Ongoing assessment of a person's status, including personal strengths, progress, problems, and needs.
  - Monitoring persons served participation and progress in organized treatment programs to assure the planned provision of service according to a person's individual treatment plan, with particular attention to items on the treatment plan surrounding employment and benefits.
  - Providing individual assistance to people in gaining access to needed services, particularly vocational services and services involving applications for benefits such as SSI, SSD, Medicaid, and food stamps.
  - Maintaining contact with persons who are hospitalized. Participating with discharge planning and arranging collateral contacts. Assist client, as appropriate, with maintaining contact with employer while hospitalized.
- Provide training to people, according to their individual need, in daily living skills such as housekeeping, cooking, personal grooming, etc.
- Provide training to people in vocational skills such as resume writing and interviewing, as well as in communicating with the social security office regarding benefits, the Family Support office regarding Medicaid and food stamps, PSR employment services, and the unemployment office as appropriate.
- Assist people, as appropriate, in accessing job interest surveys, GED study/testing materials, and other resources particular to vocational goals.
- Provide crisis intervention services, when indicated, during and after "normal" working hours.

- Providing individualized assistance in creating personal support systems that include work with family members, legal guardians, or other community members. Locate community vocational services, including job skills classes and GED classes. Assist clients with accessing these resources.
- Serve as benefits specialist, acting as liaison between consumer and government offices for purposes of applying for Medicaid, food stamps, SSI and SSD. Remain knowledgeable about SSI and SSD rules and application/appeal process and assist consumers through this process.
- Participating as a member of a multi-disciplinary team in all treatment plan reviews of clients.
  - Treatment plan reviews of clients.
  - Team meetings.
  - Other training.
  - Attend all supervisory sessions of staff meetings as scheduled by supervisor or program director, including daily team meetings.
  - Miscellaneous duties as assigned.
- Maintain agreed upon level of productivity.
- Complete all mandatory documentation to monitor persons served progress towards achievement of individual treatment plan goals.
  - Efficient and effective record management.
  - Preparation and/or revision of a specific individualized treatment plan for each individual.
  - Perform clinical interviews and evaluations for initial and annual psychosocial assessments.
  - Will seek culturally competent services and service providers to meet the unique cultural needs of each agency consumer and family member.

## **B. Qualifications**

- A mental health professional as defined in 9CSR30-4.030. (Graduate degree in Psychology, Social Work, Education, or related field)
- Knowledge of employment, GED, SSI/SSD, MoHealth Net and Food Stamp applications/appeals processes preferred
- A valid Missouri chauffeur's license.

## **C. Supervision**

The Community Support Vocational and Benefits Specialist receives supervision from their Adult Community Support Supervisor/Team Leader.