

TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT 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)

**QMHP Adult Community Support Specialist
Level 4 – Exempt
Location: Franklin County
Hours: Monday-Friday
Salary: \$34,200/year**

A. Description

QMHP Adult Community Support Specialists provide the following community support 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. 40%
 - 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.
 - Providing individual assistance to people in gaining access to needed services.
 - Maintaining contact with persons who are hospitalized; and participating with discharge planning and arranging collateral contacts.
 - Provide training to people, according to their individual need, in daily living skills such as housekeeping, cooking, personal grooming, etc.
- 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. 10%
- Participating as a member of a multi-disciplinary team in all treatment plan reviews of clients. 10%
 - Treatment plan reviews of clients.
 - Team meetings.
 - Physician staffing.
 - PSR staffing.
 - 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. 30%

- Complete all mandatory documentation to monitor persons served progress towards achievement of individual treatment plan goals. 10%
 - 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.
- Transportation of clients as needed.
- Regular attendance (except as excused).

B. Qualifications

- A mental health professional as defined in 9CSR30-4.030.
- Graduate degree in Psychology, Social Work, Education, or related field as recognized by the US Department of Education.
- A valid Missouri chauffeur's license.

C. Supervision

The QMHP Adult Community Support Specialists receive supervision from their Adult Community Support Manager.