

**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)**

**QMHP Adult Community Support Specialist  
Level 4 – Exempt  
Salary: \$34,200/year commensurate with experience  
Schedule: M-F**

***\*Multiple positions are available and will be based mainly within Lincoln, St. Charles, Warren and Franklin Counties\****

**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.

**B. Qualifications**

- A mental health professional as defined in 9CSR30-4.030.  
(Graduate degree in Psychology, Social Work, Education, or related field)
- A valid Missouri chauffeur's license.

**C. Supervision**

The QMHP Adult Community Support Specialists receive supervision from their Adult Community Support Supervisor/Team Leader.