

JOB DESCRIPTION

Job Title: Child & Family Community Support Specialist

Agency: Queen of Peace Center (QOPC)

Reports To: Clinical Manager

Status: Full Time

As a member of the Federation of Catholic Charities, Queen of Peace Center (QOPC) has been providing family-centered behavioral healthcare for women, children and families.

POSITION SUMMARY

The Child and Family Community Support Specialist consists of specific activities with or on behalf of a particular client and their family members in accordance with an individual rehabilitation plan. Gathers initial referral information of the client for the Family Program and acts as a managed care liaison for the Programs and the client by obtaining eligibility and/or authorization information for any of the client's initial or ongoing mental health and daily living needs. The Community Support Specialist works closely with the Queen of Peace Center daycare staff, Child and Family Therapists and Women's Therapists and CSS's to ensure the Family Centered approach to treatment is fully implemented.

DUTIES & RESPONSIBILITIES

1. Participate in the interdisciplinary team meeting in order to identify strengths and needs related to development of the individual's rehabilitation plan.
2. Contact clients who have unexcused absence from the program in order to re-engage the person and promote recovery efforts.
3. Arrange and refer for services and resources and, when necessary advocating obtaining the services and quality of services to which the person is entitled.
4. Monitor service delivery by providers external to the program and ensuring communication and coordination of services.
5. Locate and coordinate services and resources to resolve a crisis.
6. Provide experiential training in life skills and resource acquisition.
7. Provide information and education to an individual in accordance with the person's rehabilitation plan.
8. Network with other agencies and services, including schools.
9. Obtain additional services for the client/family, or discover services they are already receiving, in order to get vital collateral information pertinent to therapeutic work.
10. Verify initial inquiry demographics, i.e. DOB, SSN, Medicaid #, etc.
11. Create and update client's files, input data into computer system as necessary.
12. Act as a liaison between managed care company and client, if applicable.
13. Plan for discharge.
14. Bill a minimum of 30 hours per week.
15. Transport clients in employee's vehicle.
16. Provide group education.
17. Ability to lift 20 pounds.
18. Assist client in establishing treatment goals.
19. Must have Class E Missouri driver's license.
20. Other duties as assigned.

REQUIREMENTS

Bachelor's degree in social work, counseling, psychology, or closely related field or four (4) years relevant experience in human service delivery field. Valid Missouri Class E driver's license, vehicle, and current automobile liability insurance is required. CSS must own or lease their own vehicle for use in transporting clients. (Automobile insurance coverage to include transporting clients in employee's vehicle.) Good communication skills both oral and written; skills involving proper grammar, punctuation and clarity. Ability to use computer for charting and familiar with Microsoft Windows.

If interested, please send cover letter and resume to Natalie Fleming, nfleming@ccstl.org.

EOE