

**POSITION DESCRIPTION****COMMUNITY SERVICES ASSOCIATE II**

Nunley Street  
Center for Adult Rehabilitation Services  
Region Ten Community Services Board

---

CLASSIFICATION TITLE: COMMUNITY SERVICES ASSOCIATE II

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent serves at a Region Ten program for seriously mentally ill adults and must maintain safe conditions for the clients and provide general care and supervision. In addition, the incumbent is expected to implement training/behavioral programs as scheduled for each client during shift and document such as appropriate.

The incumbent reports to the Director I and/or Program Manager I for Nunley/ Carlton Road programs and position duties require proceeding alone under standard practices referring questionable situations to the supervisor. Carrying out position duties requires analysis of facts and determining action using a wide range of procedures but within limits of standard practice. He/she is expected to perform in accordance with applicable professional ethics, state quality assurance standards, Department of Behavioral Health and Developmental Services regulations as well as established Region Ten policies.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (\*) under "Major duties."

MAJOR DUTIES:

1. \*Monitors and ensures the health and safety of clients and provides planned and emergency services as described:
  - a) monitors psychiatric/behavioral status of all clients continuously.
  - b) counsels and supports clients; maintains therapeutic relationship to achieve maximum client insight and self-management of illness and behavior.
  - c) conducts social and daily living skills training programs for home and community.
  - d) supervises client participation in household routines and community integration needs.
  - e) assists with self-administration of medications; observes and reports side effects.
2. \*Assists directly in the development and implementation of client Individual Services Plans and in the ongoing evaluation of all plans.
3. \*Records progress notes on interventions and supports provided in accordance with the ISP; summarizes mental health status and client performances across a wide range of counseling, support and rehabilitation service interventions.
4. \*Assists clients in the wide range of household duties such as cooking meals, cleaning when residents cause conditions to be unsafe/unhealthy, grocery shopping, laundry -- incorporating clients in each phase.
5. \*Transports clients to supportive recreational activities, doctors, shopping, professional resources as necessary.
6. \*Acquires and maintains valid certification in First Aid, CPR, medication administration, non-aversive behavior management to comply with state/federal residential staffing requirements.

QUALIFICATIONS:

In order to ensure the safe and efficient fulfillment of any travel on behalf of the board, a valid Virginia driver's license plus an acceptable driving record as issued by the Virginia Department of Motor Vehicles are required. For use of a personal vehicle to conduct Region Ten business, a certificate of valid personal automobile insurance must be provided.

Must meet certification as QPP (Qualified Para Professional) as set forth by Department of Behavioral Health and Developmental Services. In addition, the incumbent needs to possess the following knowledge, skills and abilities:

Knowledge of:

- characteristics of severe mental illness and mental illness with chemical abuse;
- psychosocial rehabilitation principles and techniques;
- counseling techniques;
- crisis prevention and management;
- skills training techniques;
- procedures for preventing, diffusing and managing aggression;
- medication management;
- emergency procedures;
- Charlottesville resources and procedures for emergency back-up;
- standard residential operating procedures;
- First Aid, and

**COMMUNITY SERVICES ASSOCIATE II**

**Nunley Street, Center for Adult Rehabilitation Services – Region Ten Community Services Board**

**Page 2**

- CPR

Skills in:

- implementation of psychiatric rehabilitation goals and objectives for each resident;
- monitoring resident mental status;
- observing medication effects;
- identifying alcohol/drug abuse;
- counseling/relating to a wide array of psychiatric impaired residents;
- recognizing and responding to medical emergencies;
- supervising/organizing residents and household routine;
- communicating (written/oral) PRN information to staff;
- recording information, and
- non-punitive techniques for managing difficult behavior

Abilities to:

- make sound and safe decisions in regards to behavior management, health needs, emergencies;
- perform work assignments under little or no direct (i.e., present) supervision;
- analyze needs of residents and respond appropriately;
- conduct domestic (daily living and self help), community and recreational skills training programs;
- de-escalate and manage aggressive persons, and
- drive defensively

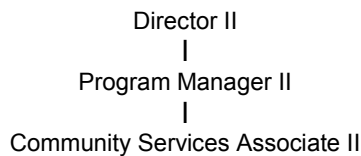
DIRECT CARE PERFORMANCE EVALUATION STANDARDS:

This position is evaluated according to the Direct Care Performance Evaluation Standards.

POSITION LOCATION:

Nunley Street  
Charlottesville, Virginia 22903-4420

POSITION ORGANIZATION CHART



PAYGRADE: 5

SCHEDULE: Flexible schedule; schedule will include weekends. Variable hours between mid-morning and 8:00 p.m.

Position Description Update: January 1, 2013

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date