# Job Posting

<table>
<thead>
<tr>
<th><strong>TITLE</strong></th>
<th>14047 Community Support Specialist I</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATEGORIES</strong></td>
<td>Provisional</td>
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<tr>
<td><strong>CLASSIFICATION</strong></td>
<td>Community Support Specialist I</td>
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<tr>
<td><strong>CLOSING DATE</strong></td>
<td>Until Filled</td>
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<tr>
<td><strong>PERCENT OF TIME</strong></td>
<td>As Needed</td>
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<tr>
<td><strong>PERSONNEL CODE</strong></td>
<td>14047</td>
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<tr>
<td><strong>PROGRAM</strong></td>
<td>Fordem Connections</td>
</tr>
<tr>
<td><strong>UNION STATUS</strong></td>
<td>Unknown - Provisional</td>
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<tr>
<td><strong>SALARY</strong></td>
<td>$15.47-$17.79 per hour</td>
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**Summary:**

This person functions under the supervision of the Fordem CSP Clinical Team. Primary duties include delivering medications and/or money, assisting with ADL’s, assessing mental status, symptomology, sharing observations with team members, and documentation.

**Essential Qualifications:**

- Clinical experience working with persons who have serious mental illness and/or direct experience with serious mental illness
- Sound clinical skills, able to exercise good judgment
- Interest in, and willingness to learn more about cultures other than one’s own
- Valid drivers license and willingness to transport consumers in own car
- Good interpersonal skills, able to relate well to others
- Good communication skills, both oral and written

**Preferred Qualifications:**

- Bachelors Degree in social work or related field
- Experience working effectively with persons of diverse cultures and demonstrated competence in working cross-culturally
- Special expertise in vocational rehabilitation or drug and alcohol treatment

**Responsibilities:**

_A. Direct Service (High Responsibility, 50% Amount Of Time)_

1. Manage a caseload of 2-3 consumers.
2. Deliver medications, money, etc to consumers.
3. Evaluate consumer's ongoing status, problems, strengths and share observations, opinions with staff.
4. Perform other direct service tasks as instructed by project coordinator or project coordinator designee (i.e. - assist in obtaining lab work, provide supportive counseling, assist with transportation, etc.)

B. Documentation (Medium Responsibility, 25% Amount Of Time)
Maintain clinical chart so that all significant contacts are charted and billed for in a timely manner.

C. Program Support (Medium Responsibility, 25% Amount Of Time)
1. Assist Program Support staff with completion of tasks such as filing, labeling and/or packaging of consumers’ weekly spending money, entering morning meeting notes, and other duties as assigned.
2. Provide coverage at the front desk as needed in order to ensure program needs are met. Front desk coverage includes answering telephones, checking voicemail, dispensing medications and spending money according to treatment plan for consumers who come into the office, greeting and assisting visitors to the program, and other duties as assigned.

The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

ADDITIONAL INFORMATION
Applications are available:
- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.