



Job Description for: Community Support Assistant (P/T)

JOB TITLE:	Community Support Assistant (P/T)
EMPLOYMENT STATUS:	Part Time
FLSA STATUS:	Non-Exempt
DATE:	April 16, 2014
APPROVED BY:	Becky Westerfelt, Executive Director
SUMMARY:	Supports the activities and goals of youth and family teams when and where young people are in need to include adherence to individualized treatment plans.
REPORTS TO:	Transitional Living Program Team Leader
DEPARTMENT:	Transitional Living Program
SUPERVISES:	N/A
CRITICAL SUCCESS FACTORS (COMPETENCIES) (What knowledge, skills and abilities are needed for success in this position?)	<ul style="list-style-type: none"> • Ability to work autonomously and identify/communicate issues to Team Leader. • Exhibits concern/empathy for clients and their life experiences. • Ability to creatively problem solve with clients and families.
MAJOR RESPONSIBILITIES / ACTIVITIES	<ol style="list-style-type: none"> 1. Responsible to become familiar with individualize treatment plans prior to meeting with clients. 2. Adheres to actions with an individualized treatment plan that promote increasing independence and functionality of youth and families. 3. Supports ILMs and CSPs in teaching client budgeting, banking, transportation and resource development skills. 4. Works closely with young people to develop their skills in the areas of problem solving and anger management. 5. Maintains excellent up-to-date skills in suicide intervention and crisis de-escalation. 6. Assists youth to effectively connect with available resources in the community. 7. Seeks support in all situations where there is a question or hesitation regarding one's actions or role with a young person. 8. Facilitates TLP Group sessions with clients as requested. 9. Completes daily checklist, follow up calls, and referral line. 10. Maintains required caseload and/or meets established productivity standards. 11. Accurately completes documentation in a timely manner. 12. Completes other duties as assigned.
EDUCATION, CREDENTIALS AND QUALIFICATIONS	<ol style="list-style-type: none"> 1. HS Diploma or GED; or three to six months related experience and/or training; or equivalent combination of education and experience. 2. Strong verbal and written communication skills. 3. Computer literate with strong data entry skills. 4. Ability to relate to and have empathy for young people. 5. Holds and maintains a valid driver's license with a good driving record.



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REQUIRED TRAININGS	<p>Completes required trainings, including but not limited to:</p> <ul style="list-style-type: none"> • Core training • CPI non-violent crisis intervention • CPR • First aid • Cultural competency • Other training programs as directed by the Team Leader.
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:	<p>May work in a shelter/office environment and/or various locations in the community. May require ability to sit, move about, climb stairs and operate telephone and personal computer for extended periods of time. Must be accessible via cell phone. May act as an on-call contact outside of regular working hours. May be required to work evening or night shift hours. Overtime as required.</p>
ADA:	<p>The above statements cover what are generally believed to be principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.</p>

I have carefully read and reviewed the Community Support Assistant (P/T) Job Description as outlined herein and understand the requirements of the position and accept same. I acknowledge that nothing in this job description restricts management's right to assign or reassign job duties and responsibilities to this position at any time.

Community Support Assistant (P/T)

Date

Manager

Date