



Job Description for: Community Support Provider II

JOB TITLE: EMPLOYMENT STATUS: FLSA STATUS: DATE: APPROVED BY:	Community Support Provider II Full Time Exempt November 22, 2013 Becky Westerfelt, Executive Director
SUMMARY:	Provides case advocacy to include carrying and working with a heavy caseload all aimed at meeting troubled family needs and helping to develop strong family stability. Participates in 24-hour on-call support.
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 creatively problem solve with clients and families. • Exhibits concern/empathy for clients and their life experiences. • Ability to work autonomously and identify/communicate issues to Team Leader.
MAJOR RESPONSIBILITIES / ACTIVITIES	<ol style="list-style-type: none"> 1. Provides community support services aimed at meeting individual and family needs, and at the same time, helping to increase family stability. 2. Links youth and families with various community assistance programs. 3. Provides support and leadership to the part-time paraprofessional Community Support Assistant staff. 4. Participates in 24-hour on-call support - by phone and/or in person as needed. 5. Transports clients in agency-owned or personal vehicle as needed. 6. Assists in the creation and leads the management of client treatment plan. 7. Maintains required caseload and/or meets established productivity standards. 8. Accurately completes documentation in a timely manner. 9. Serves on an agency committee. 10. Completes other duties as assigned.
EDUCATION, CREDENTIALS AND QUALIFICATIONS	<ol style="list-style-type: none"> 1. Bachelor's degree (B. A./B. S.) in social work or related field acceptable for Ohio LSW or LPC certification. 2. LSW or LPC required or license eligible. 3. Strong verbal and written communication skills. 4. Computer literate with strong data entry skills. 5. Ability to relate to and have empathy for young people. 6. Holds and maintains a valid driver's license with a good driving record.



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REQUIRED TRAININGS	Completes required trainings, including but not limited to: <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:	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. Must drive personal vehicle in order to accomplish work objectives. May act as an on-call contact outside of regular working hours. May be required to work evening or night shift hours.
ADA:	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.

I have carefully read and reviewed the Community Support Provider II 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 Provider II

Date

Manager

Date