

**Position Title:** Community Support Specialist

**Location:** St. Louis, MO

**Duration:** full-time

**Do you believe your passion is helping adults with mental illness live and work in the community with dignity? Are you flexible and open to experiencing new challenges on a daily basis? Do you regularly go above and beyond the call of duty? Do you have a sense of humor?**

If so, Independence Center is seeking a full-time Community Support Specialist at their offices in the Central West End at 4245 Forest Park Ave. The Community Support Specialist works one on one with members, our clients, to achieve the highest level of independence possible. Improved health and quality of life for members is the desirable outcome.

**Company Background:**

In partnership with Barnes-Jewish Hospital, Independence Center is a nonprofit organization committed to providing a comprehensive system of high quality programs and services to assist adults in the St. Louis metropolitan area with serious and persistent mental illnesses to live and work in the community, independently and with dignity.

To accomplish its mission, the Center promotes rehabilitation and employment, provides educational, social and housing opportunities and offers training in its approach to community based care. For more information, please visit [www.independencecenter.org](http://www.independencecenter.org).

If this sounds like a perfect match to you, please apply on the website below by completing a profile, clicking on the location Barnes-Jewish Hospital, and searching for Independence Center staff.

<http://www.bjc.org/Jobs>

**Minimum Requirements**

Independence Center Staff I requires a Bachelor's Degree in a Human Service Field

Independence Center Staff II requires a Master's degree in Human Service Field

Experience

Less than one year - 1 year

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**Preferred Requirements**

Experience in mental health

2-5 years of overall experience

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**Benefits Statement**

- Comprehensive medical, dental, life insurance, and disability plan options
- Pension Plan
- 401(k) plan
- Tuition Assistance
- Health Care and Dependent Care Reimbursement Accounts
- On-Site Fitness Center (depending on location)
- Paid Time Off Program for vacation, holiday and sick time

### **Community Support Responsibilities**

- Partner with members to achieve positive outcomes in the following areas, including but not limited to: employment, education, housing, social, legal, substance abuse, physical health, mental health.
- Assist members with identifying and accessing benefits including SSDI, SSI, Food Stamps, Medicaid, SCLP, Section 8, etc.
- Proactively address needs before situations become crises.
- Support member through crisis situations by identifying the seriousness of the problem, accessing needed services, assisting with hospitalization, and ensuring follow-up.
- Coordinate services with other care providers and supports including but not limited to: unit staff, employment staff, Midwest Psychiatry, Community Care, Residential staff, Healthcare Home staff, physicians, therapists, case workers, Guardians, Vocational Rehabilitation, other community agencies, and family members when appropriate
- Identify individual's needs, strengths and talents. Help individuals develop skills, access resources and learn to manage illness in order to be successful in the living, working, learning and social environments of their choice.
- Develop a good rapport with individuals, establish trust and partner with individuals to find and develop the resources, knowledge and supports that they need in order to live a healthy, fulfilling and productive life
- Assure that members have a complete, accurate and meaningful individual plan and provide services in accordance to their plan. Implement, update and revise as needed the individual plan assuring that it identifies specific, measurable and individualized interventions to reduce and manage symptoms, improve functioning, develop stability, enhance independence, and ultimately improve quality of life.
- Complete all notes, quarterly reviews, and other required paperwork collaboratively with members in a way that promotes dignity, understanding and desired outcomes. Assure quality of documentation by clearly describing the need for services, the intervention provided and role of CSS.
- Diligently work to assure that members are fully engaged in services by using traditional and creative approaches. Problem solve with supervisor and other staff when obstacles present themselves.
- Assist members with locating, obtaining and maintaining safe, decent and affordable housing in the community.
- Maintain contact with individuals who are hospitalized for psychiatric or medical reasons. Maintain contact with healthcare providers and participate in/ facilitate discharge planning.
- Function as Wellness Coach in order to improve health outcomes. Work with individuals to make healthy lifestyle changes such as healthy eating, physical activity and tobacco cessation.
- Complete all documentation on time and notify supervisor if an extraordinary circumstance gets in the way. It is expected that staff proactively ask for help with time management if needed. Expectations: CS notes are to be completed no later than 72 hours after the intervention (best practice is 24 hour turnaround). Quarterly reviews are to be completed within the 30 days following the end of the Quarter being reviewed.
- Consistently meet billing target of 90 units per week and notify supervisor if an extraordinary circumstance gets in the way. It is expected that staff proactively ask for help with time management if needed.