

**POSITION: COMPREHENSIVE COMMUNITY SUPPORT SPECIALIST**

**POSITION SUMMARY**

The CCSS Specialist coordinates and provides services and resources to individuals/families necessary to promote recovery, rehabilitation and resiliency. The CCSS Specialist address goals specifically in the following areas: parenting skills; training and symptom management; crisis management; independent living; learning/working; socializing and recreation.

**POSITION RESPONSIBILITIES**

Provision of direct client services to include:

- Works closely with individuals and/or families to plan, secure, coordinate and monitor services via community and informal resources to assist them in reaching optimum, social, psychological, and physical functioning and to reach their identified recovery and resiliency goals.
- Conducts Functional/Needs Based Assessments based on needs or challenges of the family, and developing service plans for goals to be addressed in the course of Comprehensive Community Support Services.
- Will facilitate treatment team meetings as needed and update treatment plans in coordination with client and family in addition to informal and formal treatment team personnel/resources for assigned clients in keeping with agency policy, licensing standards, or as clinically indicated.
- Facilitates the flow of information to ensure that all treatment team members are up to date with needs and progress of all assigned clients.
- Works closely with the treatment team members to assess client skill level and family needs.
- Follows established treatment plan and assists families to accomplish goals in a timely manner.
- Provides support and skills-building to client & families, and helps them learn to manage crises.
  
- Participates in case staffing/conferences as needed with referring agencies and/or other service providers for mutual clients.
- Follows up with services that the families have been networked with on a consistent or as needed basis.
- Make appropriate referrals to health and social service agencies. Referrals may include comprehensive and facilitated referrals as well as application assistance and client advocacy within and external to organization.
- Provide peer counseling and group learning opportunities in a supportive, culturally competent manner, if needed in English and Spanish.
- Receives supervision on client services provided.
- Attends all meetings specified as mandatory by either the direct supervisor or clinical leadership.
- Maintains client records insuring that documentation will be timely, accurate, and maintained according to agency and contract standards.
- Complete the initial required training curriculum within first 90 days of employment.
- Complete ongoing training to improve knowledge, skills, and abilities to promote awareness and appreciation of cultural diversity and needs of persons served.
- Continuous review of case files pertaining to the clinical services administered within the outpatient programs, to ensure that client files are kept in accordance with Medicaid and required standards set by law and/or billing source.
- Manage local offices as appropriate and promote fiscal stability of HMS by cost effective use of resources.
- Responsible for a caseload of no more than 30 clients/families at any given time as stipulated by existing state licensing standards.
- Maintains a matrix of at least 22 billable hours/week.
- Performs other duties as directed by leadership.

## **QUALIFICATIONS**

Minimum staff qualifications for the Comprehensive Community Support Specialist are:

- Must be at least 18 years old; and
- Hold a bachelor's degree in a human service field from an accredited university and have one year relevant experience with the target population; or,
- Hold an associate's degree and have a minimum of two (2) years of experience working with the target population; or
- Be a high school graduate or have a General Educational Development (GED) test and a minimum of three (3) years of experience working with the target population; OR
- Be certified as a Peer or Family Specialist.

## **TO APPLY**

Completed HMS Employment Application may be emailed to [jobs@hmsnm.org](mailto:jobs@hmsnm.org) or

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-247-6036