



**Our Mission:**

Empowering people to discover their directions for life in a changing world

**Care Specialist**

Southeastern Directions for Life has an immediate opening for a full-time Care Specialist at the 5<sup>th</sup> Street location. Schedule is Monday-Friday 8am-5pm.

**QUALIFICATIONS:** Minimum of Bachelor's Degree in one of the helping professions with demonstrated skill and competence in mental health practice and ability to work with other mental health staff and clients in both individual and group settings. Staff must be able to provide services in a manner and environment that enhances personal dignity.

**JOB SUMMARY:** A non-exempt position providing comprehensive supportive services, psychosocial rehabilitation and therapeutic services to adults with severe mental illness and co-occurring disorders including substance abuse and development disabilities. Staff will provide services both on a planned and as needed basis. Function as an active and positive member of Community Support Services (CSS) team.

**ESSENTIAL JOB FUNCTIONS:** Essential job functions include but are not limited to:

**Professional Integrity and Growth:**

- A. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
- B. Provide all services under the following criteria:
  1. Recognition of the unique and changing needs of the individuals served leads to individualized services to meet needs and preferences. Services should be based on each client's unique strengths and resiliencies as well as his or her needs, preferences and cultural background.
  2. Client's rights should be ensured including but not limited to the right of confidentiality.
  3. Clients lead, control, exercise choice over and determine their own path of recovery by optimizing control over resources to achieve a self determined life. Clients have a personal responsibility for their own self-care and journeys of recovery.
- C. Provide direct assistance to ensure that clients obtain the basic necessities of daily life and are able to perform basic daily living activities: This assistance includes, but is not limited to:
  1. Support in helping clients find and maintain employment in community-based job sites
  2. Budgeting and financial support.
  3. Advocacy and representation.
  
  4. Performing personal hygiene tasks.

5. Performing household chores, including housecleaning, cooking, laundry, and shopping.
  6. Using community transportation.
  7. Locating, financing and maintaining safe, clean, affordable housing.
  8. Helping clients develop social skills, build relationships and develop assertiveness and self esteem
  9. Collaboration with substance abuse services, as needed, which shall include but not be limited to individual and group interventions to assist clients to:
    - a. Recognize the relationship between substance abuse and mental illness and psychotropic medications.
    - b. Develop motivations for decreasing substance use.
    - c. Develop coping skills and alternatives to minimize use.
    - d. Occasionally, referrals to an appropriate substance abuse provider may be indicated. In these cases, collaboration with the substance abuse provider on treatment planning and services should be completed.
  10. Coordinate with hospital psychiatrist, social workers and nursing staff for discharge planning.
  11. Attend hospital staff meetings as necessary to coordinate discharge planning.
  12. Identify unmet service needs of clients and areas of difficulty to assure accurate documentation and appropriate revisions to case service plans.
  13. Assist clients through treatment by using good judgment and sound reasoning based on education and experience.
  14. Provide services in office or in community as necessary to meet case service plan goals.
  15. Provide direct education and family support as needed for client's family members.
  16. Be able to become certified in medication administration and to accurately assist clients with monitoring self administration of medications.
  17. Provides crisis intervention services for the severely mentally ill client.
  18. In conjunction with the client and M.D., provide for ongoing management of client's illness.
  19. Provide linkage between CSS and psychiatric services.
  20. Provide follow up services when clients miss appointments/have not been seen for a period of time, etc.
  21. Provide emergency on-call coverage in rotation with other Southeastern staff.
- D. Provide Case Management Services that will assist individuals in gaining access to needed medical, social, educational and other services.
- E. Accurately document all services.
- F. Provide other services as necessary.

Please email resume and/or application to: [hr@southeasternbh.org](mailto:hr@southeasternbh.org)

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