



# Community Support Associate

**Job Code:** CSC - 104  
**Revision Date:** Dec 21, 2018

**Salary Range:**  
\$11.31 - \$18.51 Hourly  
\$904.80 - \$1,480.80 Biweekly  
\$23,529.00 - \$38,491.00 Annually

**FLSA:** Non-Exempt

## Overview

We are an agency committed to innovative behavioral health services in trauma-informed care that promote healing and recovery to instill a sense of empowerment and foster a lifelong sense of resilience.

## General Description

The purpose of this job is to assist individuals with life skills so that they can live as independently as possible. Assist with daily hygiene skills, money management, math skills, coping skills, and interacting with others at home and out in the community. This position also provides transportation to medical and dental appointments and to work and school.

This class works under close to general supervision according to set procedures but determines how or when to complete tasks.

## Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.**

- Provides habilitation services by providing educational, vocational, and other appropriate services that will help the individual achieve quality of life and community participation acceptable to the individual.
- Conducts consumer assessments and prepares timely documentation and submission of information.
- Develops service plan in coordination with consumer, service coordinators, and other significant ones for the consumers.
- Performs weekly home visits to ensure successful transition to Rapid Rehousing and provide life skills training.
- Makes sure consumer attend scheduled appointments.
- Performs other duties as assigned.

## Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by one (1) year of experience in human or social services, case management or related field; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Experience with trauma-informed services; cognitive behavioral therapies, including DBT; and motivational therapies including the use of incentives, preferred.

### **Required Knowledge and Abilities**

Knowledge of trauma-informed theories, principals, and practices (includes multi-faceted understanding of concepts such as community trauma, intergenerational and historical trauma, parallel processes, and universal precautions), preferred.

### **Physical Demands**

Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

### **Unavoidable Hazards (Work Environment)**

- Involves routine and frequent exposure to:
  - Bright/dim light; Dusts and pollen.
  - Extreme heat and/or cold; Wet or humid conditions.

### **Special Certifications and Licenses**

- Must possess and maintain a valid state Driver's License with an acceptable driving record.
- Must be able to pass a TB, criminal background and drug screen.

### **Americans with Disabilities Act Compliance**

Emergence Health Network is an Equal Opportunity Employer. ADA requires Emergence Health Network to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Other Job Characteristics**

- Staffing requirements, including criteria that staff have diverse disciplinary backgrounds, have necessary State required license and accreditation, and are culturally and linguistically trained to serve the needs of the clinic's patient population.
- Credentialed, certified, and licensed professionals with adequate training in person-centered, family centered, trauma informed, culturally-competent and recovery-oriented care.

**Note:** This Class Description does not constitute an employment agreement between the Emergence Health Network and an employee and is subject to change by the Emergence Health Network as its needs change.