



JOB NOTICE

Date Posted: August 12, 2020

Closing Date: August 31, 2020 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via INDEED or mail to Box FT SUD - ACT, Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

Program: ACT [Assertive Community Team]

Title: Substance Use Disorder Specialist

Salary \$: Full Time with a Competitive & Comprehensive Benefits Package

DUTIES AND RESPONSIBILITIES:

Adoption of the ACT Philosophy of Care:

ACT (Assertive Community Treatment) is the leading evidenced based practice for providing services to persons with severe and persistent mental illness which may include co-occurring substance use disorders. The heart of ACT is a collaborative TEAM approach of providing care to clients where it is needed, in the community. ACT is a shift from traditional community based treatments and case management models. In ACT, the team, as a whole, is responsible for providing whatever is needed to assist clients in their recovery from mental illness. Members of the ACT team will need to adopt the ACT philosophy of care to ensure the success of the program and improved quality of life for our clients.

INTERACTIONS: with clients are therapeutic and advance the goals set forth in the ITP.

- ACT is field-based position and requires at least 80% of services to be provided to consumers in their homes, shelters, places of employment, vocational and education settings and other community settings.
- CPST services not limited to helping with applications, assistance with ADLs, accompanying to appointments and community events, collaborating with family and significant others, and other services as necessary for the welfare of the ACT client.
- Provide 24-hour emergency and crisis intervention response on rotating, on-call basis

JUDGMENTS: made about clients or activities on clients' behalf are client/family-centered and appropriate both to the individuals' functioning and the agency's risk tolerance standards.

- Decisions pertaining to clients' need for additional services, resources or more restrictive settings.
- Appropriate choice of interventions and techniques.

- Pursues collateral contacts to gather additional psychosocial information, when indicated. Utilizes supervision and/or consultation to mitigate risk and seek input regarding challenging circumstances.

DOCUMENTATION: is clinically accurate and substantive; is completed in a timely manner, per agency policy. Documentation provides sufficient narrative regarding psychosocial information to aid in delivery of services and to communicate the progress of the client.

- Completes documentation of progress notes, Individual Treatment Plans and intakes, as needed.
- Conforms to ACT program, OHMHAS, CARF, CWRU, and third-party payer standards and obligations.
- Productivity is achieved by submission of progress notes/billing logs. Productivity is defined as documented activity divided by hours paid. Must meet productivity expectations as one indicator of ability to adequately perform job duties.

INTERACTIONS WITH ESSENTIAL OTHERS: are constructive and serve to advance the progress in treatment, the quality of care and the agency's standing in the community.

- Attendance and participation in daily ACT team meeting. Will work collaboratively with the interdisciplinary ACT team to provide comprehensive care and service to ACT clients.
- Communicates effectively with other service providers throughout the agency, clients' families and significant others, and with concerned members of the community.
- Markets referral sources and maintains high level of customer service/ satisfaction.

COMMITMENT TO HIGH QUALITY CARE:

- Participates actively and productively in agency meetings and supervision sessions.
- Introduces and/or implements new ideas for improving the quality of care.
- Attentive/responsive to feedback from clients, significant others, community partners/members.
- Shares skills, knowledge, expertise with other agency staff (consultations, workshops, team meeting).
- Advances own level of skill and competency through participation in continuing education opportunities.

Substance Use Disorder Specialist:

- Assess SUD and Stage of Change with dually-diagnosed clients. Make choice of treatment modalities, interventions, and techniques based upon need and stage of readiness.
- Provide individual substance abuse counseling in both formal and informal formats, utilizing a stage-wise treatment model that is non-confrontational, follows behavioral principles, considers interactions of mental illness and substance abuse, and has gradual expectations of abstinence. Lead dual-disorder treatment groups, including choosing and implementing curriculum.
- Make decisions pertaining to clients' need for substance use interventions, services and ancillary modalities. Pursue additional support services to assist clients with obtaining abstinence when appropriate.

QUALIFICATIONS FOR JOB

Education/Experience: High School diploma required. Bachelor's degree preferred. Minimum of 3 years mental health or community support program experience preferred. Understanding of various mental health diagnoses. Experience working with supported employment is preferred.

Technology: Experience using computers, Electronic Health Records (Credible), office phone and cell phone, email, fax/copy machine.

Miscellaneous requirements: Criminal background check; Pre-employment drug screen; First Aid/CPR certification training, TB Test. Must meet COMPASS automobile liability insurance carrier guidelines to be insurable under the COMPASS policy. **Note:** COMPASS clients should be transported using a COMPASS vehicle, if a COMPASS vehicle is not available then the staff member is responsible to verify that they maintain adequate coverage through their personal carrier. If a COMPASS vehicle is not available, then the staff member is responsible to verify that they maintain coverage through their personal carrier for business related travel, including the transporting of clients, and must provide proof of same to COMPASS prior to transporting any COMPASS clients.

Interpersonal/Human Relations Skills: Strong social, communication and written skills. Must have the ability to develop rapport and be perceived by clients and staff as approachable. Ability to multi-task; while maintaining accuracy and organization.

Exempt: Not eligible for over time.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED THROUGH AFFIRMATIVE ACTION

EOE-M/F/H including persons with disabilities and veterans