



Center for Families and Children EMPLOYMENT OPPORTUNITY

Internal Bid /External Job Posting

<u>Position:</u>	<u>Posting Date</u>
Community Psychiatric Support Treatment Professional- I and II	1/1/06

*** AN EQUAL OPPORTUNITY EMPLOYER ***

JOB SUMMARY:

Under the direction of the Supervisor of Professional Services, is responsible for case management and counseling services to children, adolescents and adults. Assures that opportunities are provided for meeting the psychosocial needs of mentally or emotionally disabled persons. Manages a caseload, encompassing a broad cross-section of problems, using case management, group work skills, and counseling with individuals and families. Assumes a leadership role on the treatment team and coordinates provision of necessary services by all service providers. Maintains the core primary relationship with disabled clients while they are served in a number of service environments.

JOB DUTIES:

CPST/Case Management

Provides a variety of service functions, including diagnostic assessment, psychosocial assessment, planning, monitoring, advocacy, and linkage. Fulfills job duties of the as outlined by the Cuyahoga Community Mental Health Board, Ohio Department of Mental Health, and Ohio Department of Alcohol and Drug Addiction Services.

Assists in the establishment of community support networks for the mentally disabled.

Identifies gaps and advocates for change in services available to clients.

Assumes a leadership role in developing treatment plans and assisting other team members with their implementation.

Performs liaison activities to community inpatient facilities for purposes of screening, assessing, planning, linking, advocating, and monitoring.

Counseling

Provides direct services to individuals, group and families who manifest a wide spectrum of presenting problems. Performs client assessments for mental health and substance abuse problems. Establishes a good working rapport; obtains information from clients and supplementary sources to formulate a diagnostic assessment. Provides treatment using varied modalities and interventions.

(Job Duties continued)

May be responsible for intake, when and as directed, which includes obtaining necessary pertinent information; making appropriate referrals to other resources, and determining need for continued service in the agency. Assignments require dealing with complex client problems and situations.

Performs basic administrative tasks related to the job, which includes the timely completion of clinical records, forms and reports.

May provide on call duties on a rotational basis.

May transport or accompany clients to appointments as needed.

Performs other duties as assigned.

JOB QUALIFICATIONS:

A CPST – Professional I must have a Bachelor’s degree in social work, counseling, psychiatric nursing or related field. A mental health professional license in the state of Ohio preferred. Prior experience in the mental health field preferred.

A CPST – Professional II must have a master’s degree in social work, counseling, psychiatric nursing or related field and have a mental health professional license in the state of Ohio. Prior experience in the mental health field preferred.

Training and/or experience with children and adults who have been involved in situations of abuse (physical, sexual or emotional) or neglect is preferred.

Must be able to form good diagnostic and treatment relationships; to engage clients in the mutual assessment of problems and in goal setting; and to implement treatment plans from initial contact through termination.

Must have working knowledge of the stages of growth and development and family dynamics.

Must have good oral and written communication skills, ability to make sound decision under stressful conditions, demonstrated clinical skills, and an ability to organize and prioritize tasks. Must have excellent knowledge of community resources.

Must understand and accept a systems approach to service delivery, and agency and program philosophy and goals. Must be able to work closely with other team members.

Must have an awareness of and sensitivity to the cultural diversity of the populations served.

Must have a valid drivers license in the State of Ohio with access to an insured vehicle for client transportation.

APPLICATION PROCEDURES:

- Internal applicants must communicate their interest in writing by completing and submitting an **Internal Applicant Bid Form** and an **Application for Employment**. (A current resume may be submitted in place of an employment application.)

(Application procedures continued)

- External candidates must apply by submitting a resume and cover letter. An Application for Employment may be submitted in lieu of a resume, and is required in the event an applicant is selected to complete an employment interview. An application may be downloaded from the website at www.c4fc/employment.htm
- Completed application packets may be mailed or fax to the following address:

**The Center for Families and Children
Human Resources Department
Attention: Behavioral Health Recruiter
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**