POSITION TITLE: Community Support Specialist
REPORTS TO: Clinical Manager
DIRECT REPORTS: Not applicable

OUR MISSION
The mission of Queen of Peace Center is to provide family-centered care for women with substance-use disorders, their families, and at-risk youth through treatment, prevention and education and housing.

As demonstrated by the life of Jesus Christ, Queen of Peace Center works to build a future of peace for families.

ORGANIZATION OVERVIEW
Founded in 1985, Queen of Peace Center (QOPC) is a $10 million-dollar non-profit organization serving more than 1,300 St. Louis women and their children and families each year. We are focused exclusively on providing family-centered behavioral healthcare. Our unique model addresses the full continuum of needs for those impacted by substance use disorders, co-occurring disorders, and trauma by providing treatment, prevention, education, and housing.

QOPC is committed to serving the St. Louis community with passion, a humble spirit and a belief in the possibilities. One of eight federated agencies of Catholic Charities of St. Louis, QOPC is a separate 501(c)(3) non-profit organization and has its own Board of Directors. We are licensed by Missouri Department of Mental Health and accredited by the Council on Accreditation.

POSITION DESCRIPTION
Community Support consists of specific activities with or on behalf of a particular client in accordance with an individual rehabilitation plan to maximize the client’s adjustment and functioning within the community while achieving sobriety and sustaining recovery, maximizing the involvement of natural support systems, and promoting client independence and responsibility.

CORE FUNCTIONS
1. Participate in the interdisciplinary team meeting in order to identify strengths and needs related to development of the individual’s rehabilitation plan
2. Attend periodic meetings with designated team members and the client, whenever feasible, in order to review and update the rehabilitation plan
3. Contact clients who have unexcused absence from the program in order to re-engage the person and promote recovery efforts
4. Arrange and refer for services and resources and, when necessary advocating obtaining the services and quality of services to which the person is entitled
5. Monitor service delivery by providers external to the program and ensuring communication and coordination of services
6. Locate and coordinate services and resources to resolve a crisis
7. Provide experiential training in life skills and resource acquisition
8. Provide information and education to an individual in accordance with the person’s rehabilitation plan
9. Plan for discharge
10. Consistently meet monthly billable expectations
11. Transport clients in employee’s vehicle
12. Provide group education
13. Ability to lift 20 pounds
14. Assist client in establishing treatment goals
15. Other duties as assigned

QUALIFICATIONS
1. Bachelor’s degree in social work, counseling, psychology, or closely related field or four years relevant experience in human service delivery field
2. Valid Class E (or other acceptable) driver’s license, vehicle, and current automobile liability insurance
3. Current and annual TB and CPR
4. Community coverage and outreach outside of facility
5. Schedule includes one weeknight per week and one weekend coverage per month

APPLICATION INSTRUCTIONS
Please send cover letter and resume to Amber Simpson, asimpson@ccst.org.

Queen of Peace Center is an Equal Opportunity Employer.