

WESTERN MENTAL HEALTH CENTER, INC.
JOB DESCRIPTION

POSITION TITLE: Community Support Aide - Part Time
DEPARTMENT: Community Support Program
SUPERVISOR: Adult Program's Supervisor
FLSA: Non-exempt

POSITION SUMMARY: Provides supportive social skills, recreational and leisure opportunities to assigned clients and their families. The Community Support Aide will establish a trusting relationship with clients to foster their emotional well-being and personal growth.

ESSENTIAL FUNCTIONS:

1. Performs all duties in accordance with the policies and procedures of the Center.
2. Encourage clients in developing and/or improving social, recreational and leisure skills.
3. Meet with clients weekly or as routinely scheduled.
4. Plan and engage in social activities, outings, and recreational events with clients.
5. Collaborate with client's therapist or Adult Rehabilitation Caseworker to ensure client needs are addressed.
6. Offer emotional support, active listening, and encouragement to promote mental health and self-confidence.
7. Provide guidance and mentorship in areas such as communication skills, problem-solving, and decision-making.
8. Provides and receives appropriate support and assistance with peers and/or supervision during consultation process.
9. Maintain accurate records of client interactions, progress, and any concerns or observations and submit client logs and notes by the 15th of each month.
10. Available for evening and weekend work as required by program needs.

OTHER RESPONSIBILITIES:

1. Ability to travel in or around the WMHC service area as the position requires.
2. Maintain confidentiality of client information and adhere to HIPAA confidentiality standards.
3. Attend trainings and meetings as requested.
4. Performs other work-related duties as assigned.
5. Maintains transportation and expense related records to submit for reimbursement.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High school diploma or GED.
2. Good verbal, written, organizational and interpersonal skills.
3. Must meet all criteria of a background study.