

# Community Support Specialist

Job Code: 7667

Posted from: October 30, 2019  
Applications accepted until position is filled

## **Position Information**

**Division/Department:** Behavioral Health Services, Outpatient Services at the Southeast Public Health Center located in Westmont, IL

**Schedule:** Full-time; 37.5 hours per week; some evenings required

**Grade:** 213 **Base Salary:** \$36,770 - \$38,000 annually

## **Responsibilities include:**

- Assists Adult clients by facilitating illness self-management skill building, identification and use of adaptive and compensatory skills, identification and use of natural resources, and use of community resources
- Maintains a caseload and provides case management, with approximately 60% of client services being provided in the community
- Interviews and gathers information from clients and caregivers to provide appropriate resources
- Completes client assessments, treatment plans, and participates in client engagement activities
- Provides individual and group interventions with a focus on education, skill building, problem solving and symptom stabilization for both clients and their families
- Acts as client advocate and assists in obtaining financial assistance and accessing community resources
- Contributes collaboratively in team meetings to ensure appropriate levels of service delivery to clients
- Updates records in a timely manner within the electronic client record
- Participates in team meetings to assess client progress
- Maintains compliant case records including documentation of all client activity and adheres to productivity guidelines
- Participates in emergency response activities as assigned

## **Requirements include:**

Bachelor's Degree in Psychology, Social Work, or related field and one year of related work experience, or an equivalent combination of training and work experience.

Preferred candidate will be capable of projecting the warmth and sincerity needed to work effectively with clients; strong ability to work within a collaborative team approach; knowledge of harm reduction practices, stages of change and motivation enhancement treatment. Must possess a valid Illinois Driver's License.

## **Interested applicants should submit a resume and completed application to:**

**Mailing Address:** DuPage County Health Department, Attn: Human Resources  
111 N. County Farm Road, Wheaton, Illinois 60187

Applications may be found at [www.dupagehealth.org/employment](http://www.dupagehealth.org/employment) or may be picked up at the address noted below

**E-mail address:** [hr@dupagehealth.org](mailto:hr@dupagehealth.org)

**Contact: Human Resources:** Sarah Henrie

**Fax:** (630) 510-5481

**Phone:** (630) 221-7555