Jefferson County
Position Description

Name: **Department:** Human Services

Division: Behavioral Health

Position Title: Comprehensive Community Services Facilitator I

Pay Grade: 8 **FLSA:** Non-exempt

Date: November 2026 **Reports to:** Mental Health Professional

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Purpose of Position

The purpose of this position is to provide psycho-social rehabilitative services to children, adolescents, and adults diagnosed with Mental Health and/or substance-use disorders and enrolled in the Comprehensive Community Services Program, to reduce the negative impact of mental health and/or substance-use disorders.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Facilitates psychosocial rehabilitative services as specified in the Comprehensive Community Services Array (DHS 36) which includes but is not limited to, screening and assessments, service plans and facilitations, monitors physical health and wellness management.
- Responsible for ensuring consumers participate in the team-developed service plan and assists consumers with identifying and meeting goals.
- Creates comprehensive mental health assessments within the first 30-day enrollment period, and every 6 months thereafter.
- Works with both consumer and recovery teams to collect information about consumers' family, past and current mental health and substance use.
- Makes recommendations for treatment and services to be provided.
- Coordinates services between recovery team members including family, guardians, foster homes, providers, schools, churches, hospitals, etc.
- Develops minimal mastery and ability to teach evidence-based practices, including CBT, DBT, and Skills System.
- Attends training to improve and reinforce skill sets.
- Participates in weekly individual supervision with Mental Health Professionals, team supervision with Medical Director/JCHSD Psychiatrist, team supervision with CCS staffing and provides recommendations to assure understanding of progress within goals.
- Provides medication management and observes consumers' medications.
- Monitors for symptoms and side effects. Coordinates with psychiatrists, physicians or CCS LPN to confirm medical treatment needs are being met.
- Supervises court orders regarding mental health, guardianship and protective placement of consumers.
- Completes required documentation for extensions.
- Receives calls and provides timely response for consumers, recovery team members, and community members.
- Dually trained in Emergency Mental Health (EMH).

- Assesses suicide and/or homicidal risk using standard risk assessments like Linehan Risk Assessment and Management Protocol (LRAMP), Columbia Suicide Severity Rating Scale (CSSRS), and Collaborative Assessment and Management of Suicidality (CAMS).
- Creates safety plans to assist with diversion from hospitalization.
- Provides necessary coordination for medical and mental health facilities as needed.
- Develops initial crisis assessment and provides follow-up for continuity of care.
- Maintains knowledge of applicable statutes, administrative codes, agency policies and procedures.
- Administers mental health treatment per DHS 34 and 36.
- Adheres to the code of ethical standards.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's degree in social work or related field.
- One year of related experience and/or training.
- Experience with all ages who have mental illness and/or substance-use disorders.

Preferred Training and Experience Required to Perform Essential Job Functions

- Two years of related experience and/or training.
- Crisis management experience.

Other Requirements – Certificates/Licensures

- Valid Drivers License.
- Certified Social Worker – preferred**.**

Knowledge, Skills, Abilities

- Ability to embrace and nurture a person-centered, trauma-informed, recovery-oriented framework and culture for service delivery.
- Ability to plan and organize work effectively.
- Ability to maintain accurate current records and prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with agency staff, community members, families, and collateral agencies.
- Ability to make assessments and provide or refer for appropriate treatment.
- Ability to manage one's time and emotions in an environment of rapidly changing priorities.
- Ability and comfort in assessing risk and safety planning.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work in challenging situations where consumers may exhibit hostile or aggressive behaviors.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of the laws, regulations and practices pertaining to DHS 36.
- Ability to utilize advisory and design data and information such as medical assistance manuals, Human Services policy and procedures, program guidelines, State statutes Chapter 51, 55, 880, personnel manuals, DARs, service contracts, financial reports, program summaries and reports, accounting methods, and educational curricula.
- Ability to communicate verbally and in writing with supervisors, consumers, consumers' families, subordinates, volunteers, Human Service Board members, other Human Service supervisors, Department clerical staff, contracted service providers, attorneys, judges, general public, funding agency representatives and unit advisory committee members.
- Ability to counsel and treat consumers and mediate disputes.
- Ability to persuade, convince, and train others.
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to provide advocacy for clients.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.
- Knowledge of therapeutic and psycho-social interventions for persons with complex needs.
- Knowledge of psychotropic medications, their effects, side effects and abuse potential.
- Knowledge of assessment and treatment of persons who have serious and persistent mental illness, including co-occurring disorders.
- Knowledge of the principles and practices of psychotherapy along with best practices or ability to be trained.
- Knowledge of Personality Disorders and strategies for treatment or ability to be trained.
- Knowledge of Dialectical Behavioral Therapy skills or ability to be trained.
- Skill using Cognitive Behavioral Therapy strategies with consumers individually or in a group setting.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.
- Ability to reliably and predictably carry out one’s duties.

Supervision
None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 25 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus, and distance vision.

Work Environment

The work-environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high-stress environments and, if doing home visits, unsanitary conditions. There is constant travel included in this position and the crisis nature of this job requires the ability to see and assess any potential crisis concerns in the immediate environment(s).

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Date

_____ _____

Supervisor Date

_____ _____

Human Resources Date

_____ _____