



## Vera French Community Mental Health Center

### Employment Opportunity - Job Posting

**Position:** Recovery Support Specialist

**Location:** Frontier CSS Building – Downtown Davenport, IA

**Hours:** Full-time, Monday through Friday

#### **Position Summary:**

Responsible for the implementation and delivery of Community Support and Day Hab services to adults with psychiatric disabilities in a Day Hab Program. The Worker will document implementation of services and progress toward goals, and serve as a member of the interdisciplinary team. The Worker is responsible for providing appropriate interventions to teach clients skills involving activities of daily living, community integration, functional, social, advocacy, and skills to promote physical and emotional health. Interventions developed are designed to optimize the clients' involvement in treatment and in the community.

#### **Qualifications:**

- B.A. or B.S. degree, in social work, human services or recreation.
- Minimum of six months experience in mental health or internship in a mental health setting.
- Ability to assess, plan, provide, and evaluate individuals and groups.
- A valid driver's license and be approved by Vera French auto insurance carrier

#### **Position Functions: (general duties)**

- Provides group and individual services to clients as outlined in the client's treatment plan.
- Facilitates client group learning and support activities as assigned in order to meet the needs of the client as well as client interests, and goals as defined by the interdisciplinary team.
- Teaches skills to clients based on their functioning level and relates to clients in constructive ways that encourage clients to acquire new skills that promote physical and emotional health, and other skills necessary for living independently.
- Plans, organizes, teaches, and directs groups in a variety of areas including physical and emotional health, stress management or coping skills, social skills, leisure skill building, community integration, and activities of daily living.
- Evaluates and modifies interventions to ensure clients' are meeting goals and objectives.
- May be assigned to work 1:1 with clients and intervene in crisis situations.
- Adequately documents services provided according to agency procedures and standards.
- Document all Incident Reports in timely manner according to VF policies, procedures, and practices.
- Contributes information and makes recommendations to the interdisciplinary team as needed.
- Reports relevant client information as needed to supervisor to provide well being of clients and continuity of care.
- Assists in tasks necessary for efficient operation of the Frontier Program by keeping track of equipment, supplies, monitoring the environment for safety issues and reporting needed repairs to supervisor.
- Maintains professional certifications, attends Frontier in-services, and workshops outside of Frontier related to Day Hab services to promote current and evidence based practices in treating persons with mental illness.
- Performs task necessary for the smooth operation of the Frontier Program to include, housekeeping, answering phones, and working with students and volunteers.
- Interacts and effectively communicates with other Vera French Treatment professionals and community agencies
- Transports clients as needed for various reasons.
- All other duties as assigned.

#### **Send cover letter and resume to**

Greg Paulline, Program Manager, Frontier CSS - Vera French Community Mental Health Center,  
1441 W. Central Park, Davenport, IA 52804 -- e-mail: [frontier@verafrenchmhc.org](mailto:frontier@verafrenchmhc.org) .

**Vera French CMHC is an Equal Opportunity Employer. Women and minorities are encouraged to apply.**