



Position Title: Community Support Worker
Program/Dept: R.E.A.C.H
Reports to: Program Director
Classification: Regular, On-Call, Non-Exempt
Compensation: \$14.32 Hourly (Non-Benefited Position)

Agency Description: Caminar is a nonprofit agency with over 40 years of experience providing community-based support services for people with disabilities. Caminar services are designed to enable adults and older adults with mental health, physical and developmental disabilities to live and work in their community in accordance with their ability and desire. **Our mission is to improve the quality of life for people with disabilities by providing opportunities to live in the community with dignity and independence.** The agency employs approximately 400 of the most dedicated and professional staff serving the communities of San Mateo, Solano and Butte counties.

Position Description: Under the supervision of the Program Director, Community Support Workers provide support to *REACH* or *New Ventures* clients, assisting them in managing their disability in the community and in avoiding unnecessary hospitalizations.

Essential Duties & Responsibilities:

- Support the development and attainment of rehabilitation goals, including securing of housing and employment, development of a support system, increasing socialization skills, and participating in recreational activities, etc.
- Assist with and teach activities of daily living, such as meal planning and preparation, personal hygiene, and budgeting. Provide medication monitoring to clients in their home.
- Support and assist maintenance of personal health, including attainment of and follow through with medical, psychiatric, and dental care.
- Assist in monitoring cleanliness and maintenance of client living environments, providing assistance as necessary in order to meet minimum standards.
- Develop and maintain a respectful, caring, tolerant, ethical, and empowering relationship with all individuals served.
- Assist in resolution of conflicts between and among roommates and housemates.
- Assist in accessing entitlement benefits in collaboration with case manager and supervisor.
- Perform all job functions in cooperation with the supervisor, other staff on the case management team, and other service providers involved in the treatment effort, including sharing information regarding all important interventions.
- Report any “at risk,” unusual, or illegal activity by clients to appropriate members of the team (i.e. Warm line Counselor, Case Manager, medical staff or Emergency On-call person) in a timely manner.
- Maintain and follow established procedures for safeguarding and delivering client allowances, petty cash funds/program funds, and gas cards. Provide all receipts to the Administrative Coordinator in a timely manner.
- Drive own car to treatment destinations, documenting and reporting mileage according to agency procedures, so that services can be provided in a timely manner.
- Negotiate stairs of client apartments, homes, and other venues in order to physically access those places where clients may be, so that services can be provided on site according to agency philosophy and values.
- Submit time sheets and monthly mileage/expense reimbursement requests to the assigned supervisor or designee in a timely manner.
- Participate in weekly staff/medication support scheduling meeting in cooperation with the multi-disciplinary team, sharing information regarding all important interventions.
- Participate in all mandatory trainings as determined by supervisor.

- Actively nurture and advance the cooperative, harmonious and teamwork oriented environment Caminar strives to promote within the workplace; Through daily efforts and presentation promote an atmosphere of dignity and respect in line with the organization's mission, philosophy, policies and procedures.
- Perform other related duties, responsibilities and special projects as assigned.

Experience, Qualifications, Skills & Abilities:

- Must be passionate about Caminar's mission.
- Experience working with persons with psychiatric disabilities is preferred.
- Knowledge of social rehabilitation is preferred.
- Ability to maintain a high level of confidentiality, a professional demeanor and to represent the organization in a positive manner at all times.
- Must demonstrate acceptable level of maturity, good judgment, boundaries, and emotional stability.
- Problem solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- Customer Service—manages difficult customer situations, responds promptly to customer needs and solicits customer feedback to improve service.
- Oral and written communication—speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings. Completes written progress notes and other formal communications skillfully and professionally.
- Quality management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- Planning/organizing—prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Adaptability—adapts to changes in the work environment, manages competing demands and is able to deal with frequent change, delays or unexpected events.
- Dependability—is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
- Safety and security—actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Must be a dynamic self-starter with demonstrated ability to work independently on special projects.

Physical, Environmental and Mental Requirements:

- Physical: Occasionally required to push/pull objects up to 50 lbs, and to lift/carry objects up to 25 lbs. Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc. Must be able to walk, stand, sit for extended periods.
- Sensory: Frequently required to read documents, written reports, and plans. Must be able to distinguish normal sounds with some background noise, as in answering the phone, interacting with residents and staff, etc. Must be able to speak clearly and understand/be understood using the English language.
- Cognitive: Frequently required to concentrate on moderate detail with constant interruption. Must be able to attend to a task/function for 20-45 minutes at a time. Frequently required to understand and relate to specific ideas, several at a time. Must be able to remember multiple tasks/assignments given to self and others over a period of several days.
- Environmental Conditions: Frequent exposure to varied office and mixed (residential/office) environments. Occasional exposure to toxins and poisonous substances, dust, and loud noises.
- Equipment: Frequently required to use a computer, phone, and fax machine.

**Special Requirements:**

- Must submit to a criminal background check, as required by Title XXII, other licensing regulations, and/or Caminar practices.
- This position will require frequent driving so maintaining a valid CA driver license, reliable personal automobile, a clean driving record, and current insurance as required by law are essential job requirements.
- TB clearance and physical exam post-offer, pre-employment.
- Must obtain and maintain CPR/First Aid certification.

How to Apply:

Please send a letter of interest and current resume to jobs@caminar.org (include "REACH CSW" in the subject header of your email). No Phone Calls Please.

*Caminar is a leader in providing innovative client-oriented mental health services. We are an equal opportunity employer.
Please visit our web site at www.caminar.org*