Posting Date: September 23, 2016  
Closing Date: When Filled  
Position: Direct Support Specialist – Part Time 3rd Shift  
Location: Vera French Community Mental Health Center Habilitation Homes  
Hours: Part Time Non-Exempt – Third Shift  

**Position Summary:**
The Direct Support Specialist will provide Habilitation services to assigned clients within their home and community settings in accordance with the client’s service plan. The Direct Support Professional 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. Will provide protective oversight and supervision during assigned shifts. Responsible for documentation of services and progress toward goals. Contributes to the interdisciplinary team process and makes recommendations as needed.

**Qualifications:**
**Education:**
- High school graduate or equivalent is required. Bachelor’s Degree in Human Services preferred.
- A valid driver’s license with a driving record that will allow insurability with Vera French CMHC insurance provider in order to drive Vera French vehicles and transport clients. Must be able to obtain a Class D driver’s license.
- Acceptable criminal and abuse background checks or a DHS Waiver.
- Previous experience working with the chronically mentally ill population preferred.
- Computer skills required – word processing, email use, electronic medical record.
- May require heavy lifting at times, up to 50 pounds.
- May require working with difficult emotional and physical behaviors and situations (e.g., seizures, physical aggression, etc.)

**Position Functions: (general duties)**
- Stays informed on regulations and procedures for each service provided.
- The Specialist 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.
- 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.
- Monitors clients’ ability to take medication independently.
- Provides protective oversight and supervision to clients for the duration of assigned shift, according to needs of each client, as outlined in their service plan.
• Participates in development and enforcement of house rules according to clients’ needs, wants, and abilities, and within Habilitation rules and Vera French policies and procedures.
• Advocates for consumer rights and choices.
• Adequately documents services provided according to organization procedures and standards; including the quality and timeliness of documentation.
• Recognizes early symptoms of mental illness and performs appropriate interventions and/or referrals in accordance with an identified crisis plan.
• Consults with other community agencies and significant others involved with consumers and attends staffings, staff meetings, supervisory sessions and in-services as scheduled.
• Participates in the planning, implementing and evaluation of programming effectiveness.
• Reports relevant client information as needed to supervisor to provide for the safety and well being of clients and continuity of care.
• Transports clients as needed for various reasons.

Send cover letter and resume to
Human Resources
Vera French Community Mental Health Center
1441 W. Central Park Ave.
Davenport, IA 52804
E-mail: HR@verafrenchmhc.org
Fax 563.324.4368

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