



OPEN: 07/07/08
Job Title: **Clinical Support Specialist – Lyon Building**
Salary: \$30,374 - \$34,490 per year depending on qualifications
Supervised by: Lyon Building Program Manager
Hours: Full-time (37.5 hours/week) Primarily M-F, with some evening and weekend hours required.

JOB DEFINITION:

The Lyon Building Clinical Support Specialists are responsible for the coordination of treatment/service planning efforts for all residents, in conjunction with case managers from outside provider organizations.

MAJOR DUTIES AND RESPONSIBILITIES

- Develop, in conjunction with residents and outside provider case managers, a Residential Services Plan (RSP) for each resident, that details resident needs as well as treatment goals and strategies to be pursued during residency.
- Identify and coordinate those case management elements, which will be provided by case managers from outside provider organizations.
- Identify and provide those case management elements which will be provided on-site by Lyon Building staff.
- Maintain regular contact with residents and case managers from outside provider organizations to monitor progress toward goals identified in the RSP, and to ensure adequate provision of identified services.
- Record progress notes in each resident's RSP file regularly.
- Provide direct supervision and evaluation of Residential Counselors.
- Record significant events in the daily logbook; read log daily.
- Interview prospective residents and present findings to Screening Committee and Lyon Building staff.
- Assist residents with the formation of therapeutic support groups, interest groups and activities; facilitate as appropriate.
- Organize outings and other activities for residents.
- Facilitate resident community meetings.
- Work with residents and other Lyon Building staff to identify needs for additional on-site services, groups and activities; plan for the provision of these services in conjunction with staff, residents, volunteers and other providers.
- Intervene in crises as necessary.
- Assist with building rule enforcement.
- Assist with other property management functions as assigned by the Project Manager.
- Participate in staff meetings and trainings.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- MSW, related degree, or experience equivalent.
- Clinical experience working with homeless adults disabled by AIDS, mental illness and chemical dependency.
- Knowledge of local homeless, mental health, AIDS and chemical dependency service systems.
- Ability to communicate and work effectively with individuals from diverse backgrounds.
- Ability to work effectively with clients displaying a wide range of unpleasant and/or bizarre behavior.
- Commitment to the concept of a continuum of care services and cooperation with providers and consumers from a variety of clinical disciplines.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required sit for long periods of time, communicate with other persons by talking and hearing, required to lift and carry items weighing up to 25 pounds and to operate computer hardware systems. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

APPLICATION PROCEDURE

Submit a Cover Letter and Resume to: DESC-CSS, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to hr@desc.org, or fax to – (206) 515-1501

The Downtown Emergency Service Center is committed to diversity in the workplace, and promotes equal employment opportunities for all staff members and applicants. The Agency will not discriminate against any employee or applicant for employment on the basis of race, creed, color, sex, sexual orientation, age, national origin, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women and minorities are encouraged to apply.