



DESC Job Description - Page 1 of 2

OPEN: 7/2/09
Job Title: **CLINICAL SUPPORT SPECIALIST**
Salary: \$30,974 - \$35,090 per year depending on qualifications
Supervised by: Project Manager
Hours: Full-time (37.5 hrs/week), Salaried, Exempt position
Hours and days may vary to best meet the needs of clients and the agency.

JOB DEFINITION:

Clinical Support Specialists are responsible for the coordination of treatment/service planning efforts for all residents, in conjunction with other project staff and case managers from outside provider organizations, as well as participating in the management of the milieu as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

- Develop, in collaboration 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, with a focus on preserving housing, reducing harmful behaviors and improving overall well-being.
- Identify and coordinate those case management services which will be provided by 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 service notes in each resident's RSP file/Chasers regularly.
- Record significant events in the Chasers log; read log daily.
- Organize outings and other activities for residents.
- Facilitate resident community meetings.
- Work with residents and other 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 activities to promote good relationships with neighbors
- 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. Equivalent relevant Bachelor degree and relevant experience may be substituted for MSW degree requirement. .
 - Clinical experience working with multiply disabled homeless adults.
 - Knowledge of local homeless, mental health, 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 collaboration with providers and consumers from a variety of clinical disciplines.



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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.