



Job Description

POSITION: Community Integration Specialist
DEPARTMENT: Community Integration Services
SUPERVISOR: Director of Community Integration Services
JOB TITLES SUPERVISED: None
PAY RANGE: State Minimum - TBD

GENEERAL DESCRIPTION OF RESPONSIBILITIES

The role of the Community Integration Specialist is to provide support and education to people with mental illness while networking to community based supports and participating in client treatment plans. Responsibilities include developing client centered treatment plans with measureable goals and objectives, meeting with clients as clinically necessary, monitoring progress of clients receiving DLSS and Skills development services, understanding and abiding by Maine Care and DHHS guidelines as well as client confidentiality requirements and standards. Essential duties of the CIS are coordinating services and community supports, working with representatives from other agencies as appropriate to better support clients, flow chart maintenance, timely and accurate completion of all required paperwork, attending all required meetings, trainings and supervisions as scheduled. Driving will be required in this position.

Hours will vary based on client and program needs.

EXPERIENCE

Experience in the mental health field and understanding of HIPPA, Maine Care, and DHHS guidelines for services.

EDUCATION

20 hours of continuing education per year
High School Diploma Required.
Mental Health Rehabilitation Technician/Community Level Required.

VEHICLE REQUIREMENTS

A Valid Maine Driver's License is required as is a reliable vehicle with a valid registration, state inspection sticker and auto insurance.

PHYSICAL DEMANDS (In a Usual Day)

Sit	Total hours/Day 6	Hours at one time 2
Stand	Total Hours/Day 1	Hours at one Time 1
Walk	Total hours/Day 1	Hours at one time .25

Approximate percentage of time tasks are performed in carrying out the essential functions of this position.



- 5% of time bending or stooping
- 5% of time squatting
- 5% of time reaching above shoulders level
- 15% of time hands/fingers used for repetitive motions
- 20% of time hands/fingers used for fine manipulation
- 15% of time hands/fingers used for simple grasping
- 5% of time hands/fingers used for pushing/pulling
- 5% of time hands/fingers used for firm grasping
- 5% of time head/neck used in rotational movements
- 20% of time head /neck used in static movement

Pounds Employee may be required to carry 20lbs
 Usual Distance Carried 50 ft.
 Pounds employee may be required to lift 20lbs.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments)

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of my employment nor alter my status as an at will employee. I have the right to terminate my employment at any time for any reason, and the company has a similar right.

Submitted By: _____

Supervisor Name/ Title	Date

Employee Name	Date

Employee Signature	Date